

## **Business Expense Reimbursement**

### **1. Purpose:**

This document provides the requirements for reimbursable business travel expenses (“**Guidelines**”). These Guidelines will apply to all Information Services (“**IS**”) suppliers & hired Personnel (and those working through them) [collectively referred to as a “**Contractor**”, when contracted by CPR and shall at all times govern except where otherwise agreed to in writing by a CPR representative holding Director title or higher].

### **2. Overview:**

Travel should be booked at the lowest *reasonable* cost. Reasonable in this policy means that the lowest cost is not the only criteria: e.g. layovers, indirect routes, etc., may be taken into consideration subject to the requirements below.

Travel and associated travel expenses must be authorized by an executed contract or the CPR IS employee managing the Contractor (“**Contractor’s Manager**”) and will be reimbursed only when in compliance with these Guidelines.

It is the responsibility of the Contractor’s Manager to confirm that expense claims are:

- i. reasonable,
- ii. connected with work performed for CPR, and
- iii. are *bona fide* (i.e. legitimate and supported by appropriate receipts)

Any expense not in compliance with this Guideline will not be reimbursed by CPR.

CPR does not reimburse Contractors for travel time.

### **Implementation & Responsibility:**

#### a. CPR Contractor’s Manager Responsibility:

- Be familiar with CPR IS’ travel and reimbursement guidelines (in the latest version)
- Determine if travel or the related expenses is necessary
- Secure advance written approval for travel related expenses from the overseeing IS Managing Director
- Approve expenses in accordance with the Guidelines herein

#### b. Contractor’s Responsibility:

- Obtain lowest reasonable cost alternative (if the cost is not the lowest provide written explanation why the proposed option is reasonable)
- Submit expenses in accordance with these Guidelines
- Secure written approval from Contractor’s Manager for business and travel related expenses prior to the trip occurring
- Submit expense claims with original receipts on a timely basis (preferably within 30 days but never in excess of 60 days<sup>1</sup>) for all expenses over \$10, with corresponding details. Receipts are not required for meals covered on a *per diem* arrangement agreed to by CPR.
- Contractor cannot approve expenses for other Contractors or CPR employees whose work effort is directed by them.

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<sup>1</sup> Expenses submitted greater than 60 days from date of expense may not be reimbursed at the exclusive decision of CP.



**3. Travel Authorization & Approval:**

**a. Air Travel:**

Air travel will be planned using the most direct and economical means. Deviations from the lowest fare must be pre-approved by a CPR Managing Director or higher. Business class travel shall not be approved.

Travel plans should be made fourteen (14) days or more in advance. If travel is planned less than fourteen (14) days prior to departure, CPR Managing Director approval is required.

For Contractors that stay 1-5 days a week, for a consecutive period longer than three weeks, CPR will reimburse Contractor reasonable Airline travel costs every second week when returning to their home location, as well as the final airfare at the conclusion of the term of the engagement.

**b. Transportation/Vehicle Rentals/Parking:**

Taxi fares and/or Airport Transport shuttle costs will be reimbursed from home to airport, airport to CPR work site and return from CPR work site to airport and airport to home. CPR will pay for parking if a Contractor opts to drive their personal vehicle to the airport, and then only at non-premium parking rates. CPR will not pay mileage rates to and from the home location to the airport.

Taxi fares shall not be reimbursed if the Contractor has a rental vehicle.

Vehicle Rentals must be approved in advance and at the lowest reasonable cost. The use of rental vehicles is acceptable for travel to/from CPR work sites if the situation reasonably requires; CPR will reimburse at CPR Corporate rental rates for standard model vehicles; exceptions require CPR Managing Director advance written approval.

**THE CONTRACTOR IS FULLY RESPONSIBLE FOR ANY DAMAGE CAUSED TO, OR BY, THE RENTAL VEHICLE. CPR WILL NOT BE HELD RESPONSIBLE FOR ANY DAMAGES CAUSED TO, OR BY, A RENTAL VEHICLE RENTED BY A CONTRACTOR.**

Parking fees will be reimbursed, with accompanying receipts, only when a rental vehicle or the Contractor's use of their own car is approved.

Vehicle rentals must be obtained through CPR's Preferred Partners which are: Enterprise or National Rental Car in Canada and Avis or Budget in the United States.

The Vehicle Rental Contract ID number, reflected below, must be provided at the time of the booking to secure the CPR rate:

<b>Canada:</b>	<b>National Rental Car: Contract ID:</b>	<b>XVC5381</b>
	<b>Enterprise Rental Car: Contract ID:</b>	<b>XVC5381</b>
<b>US:</b>	<b>Avis Rental Car: Contract ID:</b>	<b>C165890</b>
	<b>Budget Rental Car: Contract ID:</b>	<b>A038590</b>

Preferred Partners may be subject to change without notice, please check RailCity for the most current information in respect of CPR's preferred car rental vendors.

Link to RailCity Vehicle Rental site:

<http://intranet.cpr.ca/employees/discounts> - then click on the Travel link and page down

**4. Lodging:**

At the Contractor's option, Contractors can claim either (i) a *per diem* amount based on the city they are staying in, or (ii) book their own accommodations according to the CPR Approved Hotel List.

The Contractor’s Manager or Contractors can contact the CPR Travel team at 1-877-805-8588 or by e-mail at [FA00590@cpr.ca](mailto:FA00590@cpr.ca) in order to arrange accommodations at an approved hotel and using the CPR’s special rate.

If a hotel is booked that is not on the approved hotel list, CPR is not obligated to pay the bill beyond the *per diem* rate for that city. Contractor can only receive the *per diem* amount upon presentation of the hotel invoice.

Hotel *Per Diem* Rates per City per night:

Calgary	\$125
Minneapolis	\$167

For extended periods, where accommodation is required greater than 4 days a week for more than 3 consecutive weeks, the Contractor should contact CPR Facilities (at 1-877-805-8588 or by e-mail at [FA00590@cpr.ca](mailto:FA00590@cpr.ca)) to arrange Condo type accommodations. The Contractor will need to sign the lease for the facility including accepting responsibility for all lease terms and conditions. If requested by Contractor, CPR can arrange payment directly with the Condo owners.

During Stampede and the Oil Show in Calgary – If CPR has requested the Contractor to be at the CPR office during this time, CPR will only reimburse accommodations booked at a CPR Approved Hotel at the above rates. If the hotel is requesting a surcharge, the Contractor must advise CPR Facilities during regular business hours at 1-877-805-8588 (Press 1 for hotel accommodations and press 1 to speak to an agent) prior to booking their room.

**5. Meals and Sundry**

Contractor will be given a *per diem* of \$60 Cdn per full day when travelling out of their home market exclusively for CPR business.

All expenses not identified as payable in these Guidelines will not be reimbursed by CPR unless advance written approval is received from a CPR Director-level or above. The following shall not be reimbursed: entertainment expenses, alcoholic beverages, airline club dues, rental car club membership fees, airline head set rental, in-room movies, fines for traffic violations, insurance on life, or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on business travel.

**6. Laundry Service:**

Actual and reasonable laundry expenses will be reimbursed. This applies only after the Contractor has been away from home greater than five (5) consecutive business days, or if the trip has been unexpectedly extended. Receipts must be provided.