



## IS Contractor Travel and Reimbursement Requirements

As amended: March 1, 2019

As found at: <https://www.cpr.ca/en/about-cp/selling-to-cp/information-technology/expense-guidelines>

### Business Expense Reimbursement

#### 1. Purpose:

- i. This document provides the requirements for to be eligible to be reimbursed business travel expenses (collectively, the “**Requirements**”).
- ii. These Requirements will apply to all Information Services (“**IS**”) suppliers (and those working through them) when contracted by CPR [collectively referred to as a “**Contractor**”] and shall at all times govern except where otherwise agreed to:
  - a. in a fully executed master services agreement, or
  - b. in writing (e.g. email, letter) signed by a CPR employee holding Director title or higher.

#### 2. Implementation & Responsibility:

- i. It is the Contractor’s reporting Manager’s (“**Contractor’s Manager**”) responsibility to:
  - a. Be familiar with CPR IS’ travel and reimbursement Requirements (in the latest version),
  - b. Determine if travel or the related expenses is necessary,
  - c. Secure advance written approval for travel related expenses from the overseeing IS Managing Director, and
  - d. Approve expenses in accordance with the Requirements herein.
- ii. It is the Contractor’s responsibility to:
  - a. Obtain the lowest reasonable cost alternative (if the cost is not the lowest provide written explanation why the proposed option is reasonable),
  - b. Submit expenses in accordance with these Requirements,
  - c. Secure written approval from the Contractor’s Manager for business and travel related expenses prior to the trip occurring, and
  - d. Submit expense claims with original receipts on a timely basis (preferably within 30 days but never in excess of 60 days) for all expenses over \$10, with corresponding details. Receipts are not required for meals or hotels covered on a per diem arrangement agreed to by CPR.
- iii. Expenses submitted greater than 60 days from date of expense may not be reimbursed at the exclusive discretion of CPR.
- iv. A Contractor cannot approve expenses for itself, other Contractors, or CPR employees.

#### 3. General:

- i. Travel should be booked at the lowest *reasonable* cost. Reasonable 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.
- ii. Travel and associated travel expenses must be authorized by contract or by the Contractor’s Manager and will be reimbursed only when in compliance with these



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Requirements. It is the responsibility of the Contractor's Manager to confirm that expense claims are:

- a. reasonable,
  - b. connected with work performed for CPR, and
  - c. *bona fide* (i.e. legitimate and supported by appropriate receipts).
- iii. Any expense not in compliance with these Requirements will not be reimbursed by CPR.
- iv. CPR does not reimburse Contractors for travel time (e.g. time in an airplane, at the airport, commuting, etc.).

### 4. Travel Authorization & Approval:

- i. Air Travel:
  - a. 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.
  - b. Travel plans should be made 14 days or more in advance. If travel is planned less than 14 days prior to departure, CPR Managing Director approval is required.
- ii. Transportation/Vehicle Rentals/Parking:
  - a. 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.
  - b. Taxi fares shall not be reimbursed if the Contractor has a rental vehicle.
  - c. Vehicle Rentals must be approved in advance and at the lowest reasonable cost.
  - d. 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.
  - e. Except for rental vehicles, vehicle mileage when permitted and will be reimbursed in accordance with CPR's mileage rate then in effect.
  - f. Parking fees will be reimbursed with accompanying receipts when a rental vehicle or the Contractor's use of their own car is approved.
- iii. For Contractors that stay for a consecutive period longer than 3 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.
- iv. **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.**
- v. Vehicle rentals must be obtained through CPR's Preferred Partners which (at time of publication) are: Enterprise or National Rental Car in Canada and Avis or Budget in the United States.
  - a. A Vehicle Rental Contract ID number must be provided at the time of the booking to secure the CPR rate.



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- i. Preferred Partners may be subject to change without notice, therefore, managers of contractors please check CPStation for the most current information in respect of CPR's preferred car rental vendors.
  1. Link to CPStation Vehicle Rental site:
    - a. <http://intranet.cpr.ca/employees/discounts>
    - b. then click on the Travel link and page down

### 5. Lodging:

- i. At the Contractor's option, Contractors can claim either (i) a per diem amount based on the city they are staying at, or (ii) book their own accommodations according to the CPR Approved Hotel List.
  - a. 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 CPR's special rate and to determine the then in effect per diem rate.
- ii. 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. A Contractor can only receive the *per diem* amount upon presentation of the hotel invoice.
  - a. Hotel *Per Diem* Rates per City per night can be verified by contacting the CPR Travel team at 1-877-805-8588 or by e-mail at [FA00590@cpr.ca](mailto:FA00590@cpr.ca).
- iii. 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.
- iv. 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.

### 6. Meals and Sundry

- i. Contractor will be given a *per diem* of \$60 Cdn per full day when travelling out of their home market exclusively for CPR business. Otherwise reasonable costs and receipts will be required.

### 7. Laundry Service:

- i. 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.



**8. Tips**

- i. Tips are a reimbursable expense and should be appropriate to the location, service level and local protocol and never to exceed 15% of the total bill at eat in restaurants (and be considerably less for alternatives [e.g. delivery services, etc.]).
- ii. Tipping for Taxis shall never exceed 10%. Tips should be itemized when reconciling expenses. If tips are entered as a single line item on an expense report, an itemized log of tips must be submitted as documentation with the expense report.

**9. General**

- i. All expenses not identified as payable in these Requirements will not be reimbursed by CPR unless advance written approval is received from a CPR employee with a title of Managing Director- or higher.
- ii. CPR will not reimburse the following unless advance written approval is provided from a CPR Managing Director-level officer or higher:

**Non-Reimbursable Expenses**

This list is not all-inclusive and there may be additional or similar non-reimbursable expenses, which are not listed. The best practice is to ask in advance. The non-reimbursable expenses include:

- Entertainment expenses; such as in-room or in-flight movies
- Alcoholic beverages
- Out-of-pocket expenses submitted more than 60 days after they were incurred
- Cash advances
- Lost luggage and contents. Contractor should work directly with the airline and credit card insurance carrier to recover damages
- Fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programs
- Air travel insurance
- Any expenses resulting from obtaining airline miles for personal use
- Class of service upgrades
- Health club services, e.g., massages, manicures, personal trainers
- Personal travel expenses, including sundries or recreational reading
- Subscriptions. Journals, newspapers or magazine subscriptions
- Costs for guests unrelated to the work being performed
- Normal commuting costs
- Expenses associated with the Guaranteed Ride Home program
- Parking and other vehicle related citations, fines or tickets
- Cost of business clothing
- Relocation-related expenses
- Expenses incurred by spouses or partners of employees are not considered reimbursable
- Cancellation fees not caused by CP changes.
- Personal gifts
- Gift cards in any amount for CPR employees or non-CPR employees
- Gifts to consultants, vendors or participants
- Any expenses paid on behalf of consultants
- Grantee or Consultant travel related expenses
- Donations added onto final hotel bills
- Donations (e.g.: A donation to a charity or a table sponsorship)
- Tourist visas



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- eReader devices and supplies, i.e. Kindle, Kindle supplies
- Hands-free devices, i.e. Bluetooth headsets
- Any technology equipment or supply purchased by a Contractor
- Mark up or administration fee added to any expenses that are reimbursed.