

TRAVEL POLICY FOR SUPPLIERS

1. **Scope** – This Travel Policy applies to the written agreement between the Supplier and the Customer (the “Agreement”), and to all expenditures made by or on behalf of the Supplier for travel and accommodation and for which the Supplier wishes to be reimbursed by the Customer as Expenses. All terms used in this Travel Policy have the same meaning as they have in the Agreement. In the event of any inconsistency between the provisions of this Travel Policy and the provisions of the Agreement, the provisions of the Agreement shall prevail.

2. **Approval** – All expenditures by the Supplier for travel and accommodation must be reasonable, in compliance with this Travel Policy, and either (a) set out in or authorized pursuant to the Agreement, or (b) pre-approved by the Customer in writing.

3. **Connection with Services** – All travel and accommodation expenses must be incurred (a) in connection with performance by the Supplier of Services under the Agreement; and (b) in connection with travel of at least 100 kilometres from the location where the individual traveling either resides or normally works.

4. **Specific Arrangements**

a) **Air** – All airline travel shall be booked and taken as follows: make reservations as early as possible to take advantage of advance purchase discounts; use economy class only, and the lowest logical economy airfare. Cancellation fees for cancelled travel shall not qualify as an Expense unless authorized or directed in writing in advance by the Customer. This should be kept in mind when selecting the class of airfare.

b) **Car Rental** – The Supplier should take advantage of the Supplier’s preferred car rental suppliers’ discounts (if applicable) and make reservations as early as possible to take advantage of advance purchase discounts and accept both loss damage waiver (LDW) and liability insurance when renting a vehicle.

c) **Accommodation** – The Supplier should take advantage of the Supplier’s preferred hotel discounts (if applicable) and make reservations as early as possible to take advantage of advance purchase discounts.

d) **Meals** – Expenses for meals will be reimbursed for the lesser of the actual meal expenses, and the total daily meal allowance outlined below.

	<u>CDN \$</u>
Breakfast	\$12.00
Lunch	\$11.60
<u>Dinner</u>	<u>\$32.20</u>
Total Daily Allowance	\$55.80

5. **Reimbursement Procedures**

a) All of the Supplier’s Expenses for travel and accommodation in excess of \$10.00 each shall be supported by itemized receipts and invoices, which shall be provided to the Customer together with the Supplier’s invoice for the Expenses. To assist in the tracking and calculation of travel

and accommodation Expenses, the Supplier may utilize the Customer’s Travel & Entertainment Expense Report.

b) The Supplier’s Expenses may not be charged by the Supplier to the Customer directly, except on an exceptional basis by special arrangement approved by the Customer in advance in writing.

6. **Examples of Reimbursable and Non-Reimbursable Expenses**

a) **Reimbursable Expenses**

The following expenditures may qualify as Expenses if they otherwise comply with the Agreement and this Travel Policy:

- air freight for business purposes
- business office expenses (fax, copy services, etc.)
- business phone calls
- currency conversion fees
- faxes
- fees for cancelled airline tickets (if directed or approved in advance in writing by the Customer)
- food and beverages
- gasoline for rental cars
- ground transportation
- overnight delivery/postage
- parking
- personal car kilometres
- room service charges
- seminar fees
- taxis
- tips
- tolls

b) **Non-Reimbursable Expenses**

The following expenditures do not qualify as Expenses:

- airline club membership dues
- airline lounge fees (whether annual or one-time)
- annual fees for personal credit cards
- ATM cash advance fees
- babysitting
- barbers and hairdressers
- car washes
- clothing (i.e. socks, pantyhose)
- corporate card delinquency fees
- excess baggage charges, unless extenuating circumstances apply
- expenses for travel companions/family members/spouse
- expenses related to vacation or personal days while on a business trip
- golf fees
- gum or candy
- health club facilities, saunas, massages
- helicopter services for airport transfers

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- in-flight entertainment, telecommunication or internet charges
- loss/theft of cash advance money or company-paid airline tickets
- loss/theft of personal funds or property
- lost baggage
- luggage and briefcases
- laundry/dry cleaning/ suit pressing
- books, magazines or newspapers
- medical bills incurred during domestic travel
- non-compulsory insurance coverage (annual fee)
- “no-show” charges for hotel or car services
- optional travel or baggage insurance
- parking or traffic tickets
- personal accident insurance
- personal entertainment, including sports events
- personal property insurance
- personal telegrams
- personal telephone calls (in excess)
- personal toiletries
- pet care
- repairs due to accidents
- routine maintenance/tune-ups
- shoeshine
- souvenirs/personal gifts
- tobacco products
- toiletries, such as toothpaste, toothbrush, etc.

7. **Questions** – Any questions should be addressed by the Supplier to the Customer Contract Manager (where provided for in the Agreement), or otherwise to the Customer’s representative who supervises the Supplier’s performance of the Services.

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