



## TRAVEL POLICY

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## **PURPOSE**

This policy stipulates the guidelines for business travel and some related expense items. Please contact your immediate supervisor if you have further questions about expenses.

## **SCOPE**

This policy applies to all employees of Wahnapiitae First Nation and subsidiaries.

## **APPROVAL PROCESS**

All air and rail travel must be approved in advance by the employees' immediate supervisor. A Purchase Order must be submitted. No ticket for air travel will be issued unless the corporate travel agency receives a properly authorized Purchase Order.

Travel to certain Company sponsored events and industry markets must be approved by the immediate supervisor. Group travel guidelines must be followed.

## **CORPORATE TRAVEL AGENCY**

Wahnapiitae First Nation has entered into an agreement with CORPORATE TRAVELLER to act as its corporate travel agency. All business travel, including air, rail, hotels, and rental cars must be book via CORPORATE TRAVELLER to ensure we meet our volume obligations to preferred providers and carriers, and maximize opportunities for cost savings.

Corporate Traveller can be reached via the Company email system, by phone at (T) 416 603 6602 between the hours of 9am and 5:30pm EST. A service is available for after-hours emergency access (T) 647 300 9647. The Corporate Traveller agents are familiar with the preferred provider/carrier arrangements set by the Company and will ensure travel routings and details fall within those corporate guidelines.

## **AIR TRAVEL**

The least expensive available fare possible, without unreasonable inconvenience to the traveler, must be booked through Corporate Traveller in accordance with the following:

1. Economy class for all flights.
2. Business Class for flights over 3 hours - to be reviewed and approved on a case-by-case matter.
  - The least expensive fare is defined as the lowest fare available from the company's preferred carriers. Direct routes will be offered wherever available subject to cost considerations.



- Employees not entitled to a certain class of travel may upgrade to the desired class by personally paying the difference. This expense is not eligible for reimbursement.
- Employees may upgrade class of service if they are using personal frequent air travel points, coupons or upgrade certificates.
- First Class travel, chartering of aircraft or flights on any non-scheduled commercial or private aircraft for are not permitted under this policy.

**Any exception to this policy must receive prior approval from the employee's immediate supervisor.**

## **FREQUENT FLYER PROGRAMS**

Travel on specific airlines to achieve personal air miles will not be permitted when lower fares can be obtained with another airline, or where the requested carrier is not a preferred provider.

Wahnapitae First Nation will not reimburse employees for use of airline coupons, tickets, points or airmiles utilized for business travel. Use of personal frequent flyer benefits is voluntary.

## **GROUP TRAVEL**

All group travel must be budgeted for and prepared in advance in conjunction with Corporate Traveller in order to achieve the most competitive rates and group discounts.

Travel to certain Company sponsored events and industry markets must be approved by the employee's immediate supervisor.

The employee's immediate supervisor is responsible for arranging payment and reviewing each individual's charges.

**Any exception to these guidelines must receive prior approval from the employee's immediate supervisor.**

## **INSURANCE**

All employees traveling on company business are covered by the company's insurance policy. This policy does not cover loss of or damage to personal effects – such losses must be claimed under your homeowner content insurance. All rental car insurance should be declined, except liability insurance.

All employees who participate in a Company group benefit plan are covered by emergency travel medical insurance, and do not need to purchase other travel medical coverage. Those traveling on business who are not covered under this plan (i.e. short-term contract employees, independent contractors etc.) must ensure they purchase

reasonable travel medical insurance prior to departing on business travel. Questions related to travel medical coverage may be directed to Human Resources.

## **ACCOMMODATION**

Designated hotels with preferred company rates must be used and booked through Corporate Traveler. The designated hotel list is available from Corporate Traveller. If the designated hotel(s) are sold out or not located within reasonable distance of the business meeting being attended, then a hotel of comparable standard and price must be booked. Requests for specific hotels to maximize personal frequent-guest program participation will not be given priority over cost savings for the company. The company will not reimburse employees for use of their points when used for business purposes.

A standard, single room must be booked. Suites may only be booked where authorized for special business purposes.

Employees are responsible for paying their individual hotel bills directly. Eligible expenses will be reimbursed. Note that expenses incurred for use of fitness facilities, reading materials, personal grooming products, room bar purchases, spa or in-room pay TV services are not eligible for reimbursement. Employees will be personally responsible for hotel "no show" charges unless changes to travel plans are beyond their control.

Employees traveling on business who stay with friends or relatives and accordingly do not incur accommodation expense will be reimbursed for reasonable gifts for the friend/relative. The gift expense should not exceed \$50/night.

## **RAIL TRAVEL**

First class or club car travel is permitted. Rail tickets must be booked via Corporate Traveller.

## **RENTAL CARS**

Rental cars must be booked through Corporate Traveller to ensure the use of negotiated discounted rates. The company standard is mid-size or smaller. Larger-sized cars for a number of employees traveling together must be pre-approved. The selection of rental cars is based on company discounted rates and requests for specific companies to achieve frequent renter points will not receive priority.

Liability insurance should be obtained with the car rental, but other additional insurance should be declined, as this is covered by the Company's policy. Employees should check the rental vehicle for any damage prior to departing the rental lot. Employees are to adhere to gas tank rules upon return of vehicles. Car rental costs are to be paid directly by the employee and may be expensed.



Employees may take advantage of discounted rates for personal travel but are responsible for payment and all other insurances and/or liabilities associated with the rental.

## **USE OF PERSONAL VEHICLES FOR BUSINESS**

Personal vehicles may be used for long-distance travel, provided that prior approval has been obtained and that the cost does not exceed the lowest applicable airfare available.

Employees will not receive reimbursement for traveling to and from work for regular business days.

Actual mileage will be paid at a rate as set by the current CRA rates from the departure location; however, if the mileage is being reimbursed by a different company, then the mileage will be paid at the reimbursing company's rates.

The value of the mileage claimed cannot exceed the cost of airfare and ground transportation associated with air travel for the same journey.

## **MEALS & ENTERTAINMENT**

Reasonable and actual costs will be reimbursed for business meals in which customers, potential customers, vendors, investors, outside professionals, applicants or their business contacts are in attendance.

Meal expenditures in which all attendees are company employees will not be reimbursed except when most of the employees are in travel status or in the case of special events (approved in advance by the employee's immediate supervisor).

Employees should be prudent and exercise reasonable judgment when choosing venues.

Advance approval by the employee's immediate supervisor is required for single expenses more than \$300 and expenses involving a large number of individuals.

Meals will be reimbursed at the current CRA rates (meals will only be reimbursed for out-of-town travel, unless otherwise approved).

Original receipts, with a list of attendees must be retained in order to request reimbursement of meal expenses.

## **TELEPHONE/FAX**

Necessary business calls and reasonable expenses for personal calls will be reimbursed. Employees are encouraged to use the least expensive method available (i.e. company provided telephone calling card and 800 numbers). Hotel assisted calls

must be avoided. Reasonable facsimile and/or copying charges for business materials will be reimbursed.

## **LAUNDRY**

Reasonable laundry expenses will be reimbursed for business travel in excess of five days.

## **TAXI**

Reasonable costs of taxis or other public transportation incurred during business travel may be expensed. Direct billing to the company for these services is not permitted. Taxi chits will no longer be issued, except for special events or extenuating circumstances. Taxi waiting charges will not be reimbursed.

## **AIRPORT LIMOUSINES**

May be used for travel to and from the airport. Employees must use Company recognized car suppliers for discounted rates where available. Please contact Corporate Traveller for further information. Limousine waiting charges will not be reimbursed.

Other limousine charges will not be reimbursed unless pre-approved by the employee's immediate supervisor.

## **COMPANY CREDIT CARDS**

Flight costs are booked to the Corporate travel account. Personal credit cards may be used for other business expenses. All travel expenses may be charged to the card with the exception of airfare, which must be booked and charged to the Corporate travel account by Corporate Traveller. Personal expenses must not be charged to a Company card.

## **CASH ADVANCES**

Cash advances are permitted on an exception only basis where warranted by special circumstance, or where business travel is in excess of one week. Requests must be authorized in advance by the individual's immediate supervisor. Approved requests for cash advances are to be submitted to the Finance Department at least three days prior to departure.

Advances are repayable to the company on completion of the next expense report cycle.

## **PARKING**

Parking fees will be reimbursed when incurred during business travel.



Airport parking charges will be reimbursed for personal car used to and from the airport when this is the most cost-efficient means available.

Original receipts with date and fee must be retained in order to request reimbursement.

## **SPOUSAL TRAVEL**

Generally, spousal travel expenses are not eligible for reimbursement. However, exceptions may be made if approved in advance and if it is necessary for a spouse to attend a certain function. For example, an activity where the presence of the employee's spouse significantly furthers the company's business objectives or where presence of spouses is otherwise deemed appropriate. Prior approval must be obtained from the employee's immediate supervisor.

## **TIPS**

Tips for meals and beverages are permitted (when not automatically added) and should generally not exceed 20% of the total amount before applicable taxes.

Reasonable tips for airport skycaps, hotel bell men and maids are permitted and should not exceed \$25 per trip.

## **CLAIMING EXPENSES**

Expense reports should be prepared and submitted monthly no later than 10 days after month end or more frequently as required. Expense items submitted over 90 days from date of occurrence may not be reimbursed. Employees are responsible for payment of all expenses in advance prior to submission. Interest charges are the employee's responsibility.

Original credit card and cash receipts must be attached to the expense report. All meals charges must identify business reason and/or people present. Please note that restaurant tear tabs are not acceptable receipts. A credit card statement is not acceptable. Expenses should be properly allocated to GL accounts/projects wherever possible prior to submission.

Expense reports must be authorized by the employee's immediate supervisor.

The company reserves the right to terminate and retrieve financial loss from any employee submitting a fraudulent report for reimbursement.

**EXPENSES AND/OR EXCEPTIONS NOT ADDRESSED IN THIS POLICY WILL NOT BE ALLOWED OR REIMBURSED UNLESS PRIOR APPROVAL IS OBTAINED FROM THE EMPLOYEE'S IMMEDIATE SUPERVISOR.**



**REVISION HISTORY**

Date (mm/dd/yyyy)	Motions