




Title: <u>Consultants and Other Contractors Travel and Expense Policy</u>	Page 1 of 3	Applies to: Consultants and Other Contractors Owner: Finance Implemented: April 2011  David E. Yurdtt President & CEO
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Consultants and Other Contractors Travel and Expense Policy

The policy outlines the circumstances in which a Consultant or Contractor can claim and be reimbursed for expenses.

Non Allowable Expenses

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under this policy or in any contract between Plexxus and a consultant or contractor. Hospitality may never be claimed solely for the benefit of Plexxus. There will be no approved claims or reimbursement for alcohol, meals, snacks, beverages, gratuities, laundry, dry cleaning, valet services, dependant care, home management or personal telephone calls.

Travel


Mileage, Parking and Taxis

- For personal vehicle used for business purposes (expense claim must indicate specific business purpose), the reimbursement rate is CAD\$ 0.43 per km;
- Receipt for amounts paid for parking must be attached to expense claim and business purpose documented;
- Traffic, parking and other violations are not reimbursable expenses; and
- Tips on taxi fare will be allowed to a maximum of 15% of the total fare before taxes.

Air Travel

- Where possible, travel arrangements should be initiated at least five (5) business days in advance in order to take advantage of best fares;
- All travel outside of the GTA requires President and CEO pre authorization;
- First and Business class travel is not allowed;
- Flight changes are allowed only if connections or return flights are altered due to unavoidable business reasons; and



Title: <u>Consultants and Other Contractors Travel and Expense Policy</u>	Page 2 of 3	Applies to: Consultants and Other Contractors Owner: Finance Implemented: April 2011  David E. Yundt President & CEO
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- All air travel expense claims must be accompanied by an invoice/priced itinerary and boarding card.

Hotel Accommodation

- Hotel arrangements should be booked at the same time as travel arrangements;
- Only standard room type is allowed and room types over this limit will not be reimbursed;
- Room Service charges for Business calls, emergency faxes and Internet usage for business purposes are reimbursable expense. Entertainment such as movies, laundry, mini bars and other personal incidental shall not be reimbursed; and
- Cancellation or no show charges shall not be reimbursed unless due to unavoidable business reasons and with approval of department V.P.

Claims

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

Claimants are required to adhere to the following policies:

- Obtain all appropriate approvals before incurring expenses;
- Submit original, itemized receipts with all claims;
- Submit claims within the timeframe specified by this policy; and
- Repay any overpayments – it is considered a debt owing to the organization

Claim Process


Timings of submission

Expense claims must be submitted once a month and within 30 days from the date the expense was incurred.

Documentation requirements

All Expense claims must be accompanied by **original detailed** receipts. Credit card slips or copies of credit card statements are not sufficient backup as they do not provide details of GST/HST as required by Canada Revenue Agency (CRA) for GST/HST refund claims.



<p>Title: <u>Consultants and Other Contractors Travel and Expense Policy</u></p>	<p>Page 3 of 3</p>	<p>Applies to: Consultants and Other Contractors Owner: Finance Implemented: April 2011</p>  <p>David E. Yundt President & CEO</p>
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