



EMPLOYEE AND CONTRACTOR TRAVEL POLICY

UPDATED: September 9, 2020

INTRODUCTION

As an employee of Freestyle BC, you may occasionally be required to travel on company business. This policy will outline the proper procedures regarding: Transportation, Meals, Lodging, and Documentation & Reporting.

Freestyle BC will reimburse its employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement. Any exceptions to the policy must be submitted to the Executive Director for approval.

TRANSPORTATION

All company transportation will be conducted in the most economical manner possible.

Whenever possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts offered by the carrier, or through the negotiations made by Freestyle BC. All tickets shall be purchased from Freestyle BC preferred vendors.

AIR TRAVEL:

- Air travel is required for employees traveling in excess of 500km unless alternate travel arrangements are approved by the Executive Director.
- Economy class shall be used as the standard.

SURFACE TRANSPORTATION:

- The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed contingent on production of a receipt. Expenses related to personal travel will not be reimbursed.

PRIVATE VEHICLES:

- Employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, public transportation, or if it offers a significant savings of time.



- Freestyle BC recommends that employees and contractors review ICBC's rules for business use of a personal vehicle and ensure that they have adequate coverage (E.g. \$5M third party liability coverage).
- Standard mileage reimbursement is \$0.45 per kilometer.
- Parking, tolls, and ferries required will be reimbursed.
- Commuting expenses are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the company.

RENTAL CARS:

- Rental vehicle size should be appropriate to successfully conduct Freestyle BC business.
- Personal liability and physical damage insurance are required on all rented vehicles, either pre-arranged through negotiations with a preferred vendor or through standard renting from a non-preferred vendor.
- In the event of damage to a rental car, contact the Executive Director immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.
- Any traffic violations, including parking tickets, will not be reimbursed by the company.

RAIL TRAVEL:

- All reservations will be made in coach class.

BUS TRAVEL:

- Bus travel will only be used when travel by other means is not feasible, or when specifically requested by the employee.

MEALS:

- Employees are expected to keep their meal expenses within their allocated travel budgets. Employees must keep their meal receipts but are not required to submit them with their monthly expense reports.
- Per Diem is \$45 per day (\$10 breakfast; \$15 lunch; \$20 dinner)

LODGING:

- Reservations for accommodations should be made with mid-range hotels.
- Reservations should be made with preferred vendors.



EXPENSE REPORTS

- Employees are expected to submit a travel expense report monthly in the months travel takes place.
- Reimbursement will be awarded upon approval of the expense report.
- Employees are obligated to retain and submit receipts for any business expense.
- Entertainment costs will not be covered.
- Incidentals will not be reimbursed when travel is less than one (1) full day.
- Ticket receipts for airline fares must be submitted with the expense account report.
- All expenses documented must be associated with a valid business purpose and fall within the organization's guidelines.

APPROVAL

- The Executive Director must approve all travel-related expenses beyond the employees assigned travel budget.