



Expense Reimbursement Guidelines for Short Term Contractors

1. Scope

The following are guidelines for expense reimbursement for parties contracting with CNL (hereinafter the “**Contractors**”) who are permitted reimbursement of certain travel related expenses under their Contract (as defined therein). These terms apply for all travel related expenses, whether travel is to a CNL office or site location, or to an alternative destination on CNL business.

2. General Terms

- a. Contractors should travel only when it is necessary for the performance of the services or work as defined under the applicable Contract (hereinafter referred to as the “**Services**”).
- b. As a general principle, Contractors are required to seek the most economic basis of travel and expenses to minimize such expenditure passed through to CNL.
- c. The caps and/or ranges of acceptable expenses are set out in the Contractor Rate Sheet, a copy of which is available on the Vendor Portal at:
http://www.cnl.ca/en/home/vendor_portal/references.aspx (the “**Rate Sheet**”). CNL reserves the right to change the allowable expenses referenced herein at any time, in its sole discretion.
- d. Only those Short-Term Contractors (defined below) who must travel more than 125km to the CNL site where the work is to be performed (the “**Work Site**”) are permitted to request reimbursement of travel expenses. For the purpose of calculating the travel distance the Contractor shall use their principal residence (as declared to CRA) or work office address, whichever is closer to the Work Site. CNL may request proof of address to support an expense claim.
- e. All requests for expense reimbursements shall comply with the requirements herein. Expenses that fall outside the allowable expenses described herein, or where advance approval from CNL is indicated herein, the Contractor shall complete a Contractor Expense Approval Form and obtain CNL consent prior to incurring such expense.
- f. Where receipts are required, the Contractor must provide original receipts or a copy thereof. CNL reserves the right to request original receipts.
- g. Requests for reimbursement of expenses must be submitted within 60 days after they were incurred, failing which the Contractor waives its right to reimbursement of such expenses.
- h. On days which a Contractor is absent due to sickness or any other cause, no reimbursable expense claims should be submitted to CNL.

3. Short-Term Contractors

Contractors who are required to be at the Work Site for less than 30 days (“**Short-Term Contractors**”) are subject to the requirements set out in this Section 3. The allowable reimbursement for enumerated heads of expenses are discussed below and the caps are set out in the Contractor Rate Sheet. If the Contractor seeks reimbursement for expenses that are in excess of the allowable cap, or where prior approval is indicated below, the Contractor shall complete a Contractor Expense Approval Form and provide appropriate justification to CNL for its



consideration. For greater certainty, CNL shall not be obligated to reimburse the Contractor for expenses in excess of the amounts set out herein.

a. Transportation

Contractors should exercise prudent judgement in deciding on the appropriate mode of ground transportation. Receipts are required for all transportation claims, with the exception of 1) private vehicle usage claims and 2) public transportation claims under \$10 Cdn, where it is impractical to submit receipts. Contractors are not permitted to charge CNL for travel time, unless specifically set out in the Contract.

i. Private Vehicles

The mileage rates set out in the Contractor Rate Sheet cover all costs related to the use of a personal vehicle including but not limited to gas, maintenance, insurance premiums, wear and tear, capital cost, loan interest etc. Reimbursement for kilometres travelled will be based on the shortest distance between two locations, regardless of the route taken.

ii. Vehicle Rental

CNL will reimburse rentals equivalent to an intermediate/standard vehicle, unless extenuating circumstances (e.g., medical, physical, etc.) dictate otherwise. Rental of minivans is allowed for group travel or travel with excessive cargo. The choice of vehicle should be based on the most practical, safe and economical alternative depending on the business circumstances. No luxury cars or sports cars may be rented. Extra costs to obtain a vehicle with winter tires or four-wheel drive is an acceptable and allowable expense during the winter months (November – March). Approval must be obtained prior to booking a vehicle larger than an intermediate/standard vehicle. Reimbursement will be based upon submission of receipts.

iii. Rail

The Contractor shall book Coach/Economy class or the next highest class if economy class is unavailable. Reimbursement will be based upon submission of receipts.

iv. Air Travel

1. The Contractor shall book commercial economy class tickets for all domestic and U.S. flights. Contractors may book premium economy class tickets if the flight time is in excess of six and a half hours (6 ½ hours) for any single segment or an overnight flight is unavoidable, and the Contractor must attend a CNL meeting the morning following such flight. Travel should be planned as far in advance as possible to take advantage of discounted fares, especially, if reasonable certainty exists that the travel will take place. If a restricted fare is booked and the Contractor requires a change, a reasonable exchange fee may be claimed. Contractors should make every effort to book the lowest, logical airfare, subject to personal safety and security. Unauthorized upgrading of air tickets from economy is considered a personal expense and will not be reimbursed. Fees for seat assignments /early boarding / etc. are not reimbursable. A Contractor may not downgrade air tickets to subsidize personal travel or to subsidize



travel for non-Contractor accompanying individuals. In addition, changes may not be made to travel arrangements to subsidize another portion of travel – cost savings in one area may not be used to subsidize upgrades and/or other spend. All flights must be approved by CNL prior to booking. Reimbursement will be based upon submission of receipts.

2. CNL will reimburse Contractors for the first piece of luggage (where charges are applicable). Otherwise, Contractors will be reimbursed for excess baggage charges in the following circumstances:
 - a. When travelling with heavy or bulky materials or equipment necessary for performing the Services;
 - b. The excess baggage consists of CNL records or property; or
 - c. When travelling for more than 14 consecutive days.
3. Contractors will be reimbursed for transport to and from their local airport via taxi, train or use of their personal vehicle, including parking, upon submission of receipts.

b. Lodging

- i. The Contractor shall attempt to utilize the CNL preferred rates for commercial lodgings, if available. CNL can supply a letter to the Contractor, if necessary, to submit to the hotel to obtain the preferred rate.
- ii. Contractors will be reimbursed for actual room costs only as charged on the invoice/folio. An itemized hotel folio is required for reimbursement.
- iii. The Contractor is responsible for cancelling accommodations. The Contractor will not be reimbursed for “no-show” or cancellation charges.
- iv. Contractors involved in ongoing projects (Long-Term Contractors) are required to work with CNL management to determine length of stay and appropriate accommodations.

c. Meals, Incidentals and Per Diems

- i. Contractors are eligible for meal per diems only on days worked and weekends if the Services initially contemplated, or subsequently required the Contractor to work successive weeks. Meal per diem rates are set out in the Contractor Rate Sheet.
- ii. For travel days, a Contractor may charge a percentage of the meal per diem proportional to the time required to complete travel to or from the CNL site. A full day may be claimed where the Contractor returns home after 6:30PM or the total amount of travel time exceeds 7.5 hours.
- iii. Contractors are eligible for incidental per diems if their travel requires an overnight stay. Incidental per diem rates are set out in the Contractor Rate Sheet.
- iv. The incidental per diem allowance covers expenses for all items incidental to the required travel. Examples of such items include, but are not limited to, the following:
 1. Refreshments including bottled water
 2. Laundry/Dry cleaning
 3. Gratuities (porter, bellman, skycap, maid, housekeeper etc.)
 4. Personal phone calls
 5. Newspapers and periodicals
- v. All other expenses not directly related or associated with the Services or not falling under reimbursable expenses described above are deemed personal expenses. Personal expenses are not reimbursable.



For greater certainty, the following expenses are not reimbursable:

- Alcoholic beverages.
- In-flight/in-transit offerings (e.g. refreshments, in-flight movies, headsets etc.).
- Wi-Fi and wireless services.
- Lost baggage or personal items.
- Early boarding fees.
- Valet parking expenses.
- Highway toll charges.
- Fitness centre charges.
- Flight insurance premiums or travel insurance coverage.
- Traffic violations including parking tickets.
- Interest for over-due invoices.

** Please contact your Contact Officer for Long Term Reimbursement Guidelines