Corporate Travel, Hospitality, Conference and Event Policy
Royal Canadian Mint

Policy # 51

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Corporate Travel, Hospitality, Conference and Event Policy

Policy Number: 51
Effective Date: October 1, 2017
Related Policies or Regulations:
- RCM - Code of Conduct (No. 1)
- RCM - Drug and Alcohol Policy (No. 3)
- RCM - Conflict of Interest, Post-Employment and Business Conduct (No. 38)
- RCM - Delegation of Authority (No. 41)
- RCM - Directive on Informal Recognitions and Gifts Presented to Employees by Management
- National Joint Council – Travel Directive
- TBS - Directive on Travel, Hospitality, Conference and Event Expenditures
- TBS – Guideline on Travel, Hospitality, Conference and Event Expenditures
- TBS – Special Travel Authorities
- PWGSC – Accommodation and Car Rental Directory

Contact Officer: Vice-President, Finance & Administration and CFO

1. Context

1.1. Parliament and Canadians expect the Royal Canadian Mint (RCM) to be well managed with the prudent stewardship of public funds, and the effective, efficient and economical use of public resources. In doing so, they also expect the RCM to act at all times with the highest standards of integrity, fiscal prudence, accountability, transparency, and values and ethics. These fundamental management principles apply to all government expenditures.

1.2. It is also understood that a range of travel, hospitality and conference related activities are necessary in order for the RCM to effectively deliver goods and services to Canadians, other customers and stakeholders.

1.3. This policy is a key financial management instrument that requires the RCM to have oversight mechanisms, accountabilities and controls in place to ensure that expenditures related to travel, hospitality, conferences and events are managed in an effective, efficient and economical manner.
1.4. It is expected that the RCM will focus travel expenditures to support operational activities, legislative or legal requirements; engage key stakeholders, customers or suppliers including matters to support ongoing relationships, policy, program or renewal; support sound internal governance; enable training of its employees and/or members of the Board of Directors; as well as related to other RCM core mandate activities. Where travel is required the RCM will maintain financial business processes that minimize expenditures. In addition, the RCM will maintain effective travel planning, approval and reporting processes, and ensure the consideration of alternatives to travel such as virtual presence and other remote meeting solutions.

2. **Purpose and Scope**

2.1. This policy applies to all employees of the Royal Canadian Mint, members of the Board of Directors, as well as others engaged to carry out work on behalf of RCM.

2.2. The provisions contained in this policy are adopted from the directives and guidelines established by the Treasury Board of Canada Secretariat and National Joint Council governing travel, hospitality, conference and event expenditures.

3. **Authority**

3.1. This policy was originally issued on March 6, 1989 under the authority of the President and Master of the RCM and revised on April 3, 1995. Policy revisions were approved by the Board of Directors and issued under the authority of the President and CEO of the Mint effective on January 1, 2004, January 1, 2005, January 1, 2007, June 17, 2007, and December 1, 2008. Subsequent revisions were issued under the authority of the President and CEO, effective September 9, 2009, May 3 and December 6, 2010, April 1, 2012, March 19, 2015, May 29, 2015, October 9, 2015, February 29, 2016, August 31, 2017 and October 1, 2017. The October 1, 2017 version supersedes all previous policies, processes and statements related to corporate travel and hospitality. The President and CEO shall approve the procedures and guidelines as set out within this policy. Exceptions to this policy will require the approval of the President and CEO. Furthermore, the President and CEO may, when desired and/or required, issue directives within the scope of this policy. The President and CEO shall approve the procedures and guidelines as set out within this policy. Exceptions to this policy will require the approval of the President and CEO. Furthermore, the President and CEO may, when desired and/or required, issue directives within the scope of this policy.

3.2. The Vice-President, Finance & Administration and CFO is authorized to pre-approve all exceptions to hospitality expenditures and/or approve all exceptions to hospitality expense claims (based on delegation from Chair of the Board of Directors).
4. **Definitions**

4.1. Definitions of key terms to be used in the interpretation of this policy include:

4.2. **Blanket hospitality authority (BHA)** – authorization for hospitality which is continuous or repetitive in nature and where it is not practical or administratively efficient to obtain prior approval for each individual hospitality occurrence. Any exceptions to the BHA parameters shall require that the hospitality expenditure be re-approved, if possible, prior to its occurrence.

4.3. **Blanket travel authority (BTA)** – authorization for travel which is continuous or repetitive in nature, with no variation in the specific terms and conditions of trips and where it is not practical or administratively efficient to obtain proper approval from the employer for each individual trip. Any exceptions to the BTA parameters shall require that the individual trip be specifically approved, prior to travel, where possible. BTA does not apply to groups of employees. Employees may have more than one BTA simultaneously.

4.4. **Business/Executive Class Airfare** – the next fare category above Economy/Coach Class or its equivalent.

4.5. **Business Meetings** – meetings conducted to advance RCM objectives or operations, including RCM working sessions, work planning meetings, advisory and corporate management committees and staff retreats. Business meetings may or may not involve non-RCM employees. Typically, meetings that take place as part of sound management and governance of the RCM are considered business meetings.

4.6. **Chair of the Board of Directors** – an individual, appointed by the Governor-in-Council, to serve as the Chair of the Royal Canadian Mint’s Board of Directors.

4.7. **Conferences** – are events and refer to a congress, convention, seminar, symposium or other formal gathering, which are usually organized by a third party external to government, where participants debate or are informed of the status of a discipline (e.g. economics, management, technology).

4.8. **Continuous Air Time** – is defined as the duration of time starting at the scheduled departure time and ending with the arrival at destination or with an overnight stop or layover equivalent to an overnight stop. Continuous air time includes flight connection wait times.

4.9. **Discounted Business/Executive Class Airfare** – a fare type below full-fare Business Class or its equivalent. Discounted Business Class typically has restrictions (e.g. non-refundable, change fees, advance purchase requirements) whereas full-fare Business Class does not typically have any restrictions.

4.10. **Discounted Economy/Coach Class Airfare** – a fare type below full-fare Economy Class or its equivalent. Discount Economy Class typically has restrictions (e.g. non-refundable, change fees, advance purchase requirements) whereas full-fare Economy Class does not typically have any restrictions.

4.11. **Entertainment** – includes, but is not limited to tickets to musical, theatre, sporting or similar events, tours of local or other places of interest, and other similar activities for reasons of courtesy, diplomacy and protocol.
4.12. **Events** – involve gatherings of individuals (RCM employees and/or Members of the Board of Directors and/or non-RCM employees) engaged in activities other than operational activities of the RCM. Examples of events include, but are not limited to: management and staff retreats; participation in conferences; awards and recognition ceremonies; and departmental celebrations.

4.13. **External Hospitality** is defined as Hospitality extended to non-RCM employees and will likely require the attendance or participation of RCM employees and/or member of the Board of Directors.

4.14. **First Class Airfare** – the next fare category above Business/Executive Class or its equivalent.

4.15. **Hospitality** – consists of the provision of meals, beverages or refreshments to non-RCM employees in events which are necessary for the effective conduct of RCM business and for courtesy, diplomacy or protocol purposes. In some circumstances and within restrictions defined in this policy, hospitality can also be provided to RCM employees and Members of the Board of Directors. In situations involving non-RCM employees, it may also include entertainment, local transportation to and from events as well as other reasonable measures deemed appropriate for reasons of direct service delivery of the RCM mandate or for reasons of courtesy, diplomacy or protocol. Hospitality does not include expenditures for employees or individuals on travel status; local transportation to and from events or activities for employees; rental of facilities and associated costs; and bottled water or water coolers provided to RCM employees or Members of the Board of Directors on an ongoing basis above and beyond an event as defined in this policy.

4.16. **Internal Hospitality** - is defined as Hospitality extended solely to RCM employees and/or members of the Board of Directors.

4.17. **Layover equivalent to an overnight stop** – occurs anytime the traveller stops and stays at a commercial or non-commercial place of accommodation, on the same day, before continuing on with their travel itinerary.

4.18. **Local travel** – is defined as travel within 50 kilometers of the normal workplace or working environ of an employee or member of the Board of Directors.

4.19. **Member of the Board of Directors** – an individual, appointed by the Governor-in-Council, to the Royal Canadian Mint’s Board of Directors. Members are interpreted to be an “office holder” in the context of this policy where referenced.

4.20. **Non-Public servant** – any persons who is not employed in the public service or employed by a federal Crown corporation.

4.21. **Non-RCM employee** – any person who is not employed by the Royal Canadian Mint.

4.22. **Office Holder** – Member of the Board of Directors of the Royal Canadian Mint.

4.23. **Operational activities** – are those activities undertaken to deliver RCM programs and services including RCM internal services. For individuals, operational activities are those activities undertaken in the performance of their assigned tasks, as set out in position descriptions, terms of reference, statements of work or other
like documents. Any gathering of individuals, the purpose of which is not to conduct operational activities, shall be defined as an “event”.

4.24. **Overnight stop** – occurs anytime the traveller stops and stays at a commercial or non-commercial place of accommodation, overnight, before continuing on with their travel itinerary.

4.25. **Protocol** – is a set of conventions governing correct etiquette and precedence.

4.26. **RCM core mandate** – to mint coins in anticipation of profit. The core mandate scope extends to the RCM’s exercise of its powers with respect to the coins of the currency of Canada; coins of the currency other than Canada; gold, silver and other metals; and medals, plaques, tokens and other objects made or partially made of metal.

4.27. **RCM employee** – any person employed by or who receive employment remuneration from the Royal Canadian Mint, including employees and officers, whether full-time or part-time.

4.28. **Reception** – a function over a prolonged period of time, where food may be served for the purpose of sustaining attendees and where a meal may or may not be served afterward.

4.29. **Refreshments** – include beverages or food (e.g. light snacks) or both, served between meals.

4.30. **Training** – is defined as formal learning activities, which include a curriculum and established learning objectives and where the primary purpose is to enable participants to maintain or acquire skills or knowledge.

4.31. **Travel Status** – occurs when a Traveller is on authorized RCM travel.

4.32. **Traveller** – a person who is authorized to travel on RCM business.

4.33. **Trip** – the journey covered from where the traveller commences air travel (ie. workplace city) to the final air travel destination.

4.34. **USA** - is defined as the continental United States, Alaska and Hawaii.

5. **Policy Statement**

5.1. **Objective:**

5.1.1. That travel, hospitality, conferences and event expenditures are managed with prudence and probity and represent the most economical and efficient use of funds given the nature of the activity in relation to RCM’s core mandate and operational activities.

5.1.2. Strive for efficient administration of the travel, hospitality, conference and event program and processes.

5.2. **Expected Results:**

5.2.1. The RCM has effective oversight mechanisms, accountabilities and controls in place for travel, hospitality, conferences and events to ensure:

5.2.1.1. expenditures incurred are focused on achieving the RCM’s core mandate and operational activities;
5.2.1.2. expenditures are minimized and where they are necessary, are managed in an effective, efficient and economical manner;

5.2.1.3. where travel is required, justification is provided regarding: why virtual presence and other remote meeting solutions were not used to meet operational requirements; the selection of the mode of transportation, the accommodation, and the number of travellers necessary to conduct RCM business.

6. **Requirements**

6.1. The Chief Financial Officer (CFO) is responsible for:

6.1.1. Approving RCM’s total annual budgets for travel, hospitality and conferences.

6.1.2. Disclosing on a quarterly basis all travel and hospitality expenses for RCM Directors and Officers, through its website. Further:

6.1.2.1. Individuals who act (ie. more specifically, serve on an interim basis) in these senior level positions are also subject to this disclosure requirement;

6.1.2.2. Travel disclosure for each senior level employee must include the period covered by the trip, places visited, transportation expenses, other expenses (such as accommodation and meals), and the total amount incurred;

6.1.2.3. Receipts, supporting travel claims, will be available upon request and in accordance with the Access to Information and Privacy legislation;

6.1.2.4. Hospitality disclosure for each senior level employee must include the date(s), a description of the purpose and form of the hospitality, the attendees (such as number of public servants and non-public servants), the location, and the total amount incurred; and

6.1.2.5. The travel and hospitality expense disclosure must be published within 30 days of the end of each quarter.

6.1.3. Disclosing the total annual expenditures for each of travel, hospitality, and conference fees for RCM, through its website, including the main variances from the previous year’s actual expenditures. This disclosure is to coincide with the tabling of RCM’s Annual Report.

6.1.4. Ensuring that the standards for travel, hospitality, conferences and events, set out in Section 1 to Section 4, are clearly communicated to departmental staff.
6.1.5. Acting as the delegated travel approval authority in situations where the traveller is the President and CEO, based on established written departmental policies and procedures.

6.1.6. Ensuring that delegated financial authorities and associated responsibilities relative to travel, hospitality, conferences and events are clearly communicated, and adhered to by managers.

6.2. Vice-Presidents and delegated managers are responsible for the following within their area of responsibility:

   6.2.1. Considering in the approval process the means to avoid or minimize travel, hospitality, conference and event costs;

   6.2.2. Ensuring that travel, hospitality, conference and event expenditures are necessary to support RCM’s mandate, operational activities, objectives or priorities; and

   6.2.3. Ensuring that standards for travel, hospitality, conferences and events, set out in Section 1 to Section 4, are applied.

7. Monitoring and Reporting

7.1. The President and CEO is responsible for ensuring appropriate monitoring frameworks are in place to support their oversight of the sustained and effective implementation of this policy.

7.2. The Vice-President, Finance and Administration & CFO is responsible for supporting the President and CEO by overseeing the implementation and monitoring of this policy at RCM; implementing appropriate internal controls; bringing to the President and CEO’s attention any significant difficulties, gaps in performance or compliance issues and developing proposals to address them; and reporting significant performance or compliance issues.

7.3. Vice-Presidents will review quarterly travel reports provided by Treasury & Risk Management listing advance booking times, airfare selection, and accommodation selection of their respective staff’s travel, along with benchmark airfare and hotel rates for frequently travelled destinations, to monitor compliance and appropriate travel booking behaviors. Where required, corrective action is to be taken to reinforce expected traveller behaviors.

7.4. The Director of Internal Audit may evaluate the administration of this policy by conducting periodic reviews of audit results.

8. Consequences

8.1. In instances of non-compliance, the President and CEO is responsible for taking corrective measures within RCM with those responsible for implementing the requirements of this policy.

8.2. In support of the responsibility of the President and CEO, the Vice-President, Finance and Administration & CFO is to ensure corrective actions are taken to
address instances of non-compliance with the requirements of this policy. Corrective actions can include requiring additional training, changes to procedures and systems, the suspension or removal of delegated authority, disciplinary action and other measures as appropriate.

9. **Questions of Interpretation**

9.1. Any questions, concerns or suggestions regarding this policy may be directed to the Treasury, Tax and Compliance Department.
SECTION 1: SPECIFIC REQUIREMENTS FOR TRAVEL

10. Introduction

10.1. Travel covers a large spectrum of legitimate activities that are necessary to support the RCM in the delivery of its mandate. Travel may also support other RCM objectives and priorities. The specific requirements set out in this Section are in addition to terms and conditions of reimbursement of travel on RCM business provided in the National Joint Council Travel Directive.

11. Planning

11.1. Prudent planning for travel applies to all Travellers. Travel is to be avoided where cost efficient alternatives are appropriate and available. Virtual presence, teleconference, videoconference and other remote meeting solutions are to be considered for every travel situation, and if not used the reason is to be documented in the travel authorization justification. For travel that has been justified, it is the responsibility of Travellers to organize work and travel schedules to maximize business opportunities for the RCM so that travel is both cost-effective and productive.

11.2. The following categories of travel are to be identified and form part of the travel authorization for expenditure initiation for each proposed trip:

a. Travel that is required to support the RCM’s operational activities (other than the following categories), legislative or legal requirements;
b. Travel related to the engagement of key stakeholders who support the RCM’s ongoing working relationships or operations;
c. Travel that is necessary to support sound internal governance of the RCM including management meetings and committee meetings;
d. Travel to enable the training of employees; and
e. Other travel. Where “other travel” is selected as the category for the travel a detailed explanation regarding the purpose of the travel is required as part of the travel authorization.

11.3. The number of RCM Travellers is to be limited to the minimum necessary to deliver the business of RCM. The total number of travellers attending the same event or activity is to be justified for each travel authorization.

11.4. The most economical means is to be selected given the nature of the trip when booking transportation, accommodations and meeting facilities. Where possible
the travel arrangements should be booked in advance to obtain optimal discounted rates.

12. **Travel Authorization**

12.1. Travel authorization requests and expense reports are approved in accordance with the Delegation of Authority Policy #41.

12.2. In accordance with the Delegation of Authority Policy #41, all travel plans must be pre-authorized using the Authority to Travel and Advance form (see Annex 1A) or Blanket Travel Authority form (see Annex 1B) and travel shall be limited to those employees and/or members of the Board of Directors considered necessary to carry out the specific duties involved.

12.3. If travel expenses are to be charged to a cost centre under the jurisdiction of a different department, such expenses shall be pre-approved by the proper authority within that department.

12.4. Whenever there are significant changes to trips within the travel plan at any point, those trips are to be reapproved by the delegated manager.

12.5. Use of the Authority to Travel and Advance form or Blanket Travel Authority form does not apply to:

   a. Local travel using means such as taxis, public transportation, or vehicles for the conduct of RCM day to day business, such local transportation can be authorized by the appropriate manager.
   
   b. Travel required to enable the RCM to respond rapidly to urgent and unforeseeable events that require employees and/or members of the Board of Directors to travel on an emergency basis in order to provide expertise or delivery of RCM programs and services to safeguard health, safety and security. In order to ensure efficient emergency responses, such travel expenditure initiation can be authorized by the appropriate manager with subsequent disclosure of the travel costs, for information purposes, to the President and CEO.

13. **Responsibility**

13.1. It is the traveller’s responsibility to:

   13.1.1. create and update, where required, a Traveller Profile, in accordance with requirements provided by the RCM’s designated travel provider;
   
   13.1.2. become familiar with the provisions of this policy before requesting authorization for travel;
   
   13.1.3. obtain prior approval for the trip by fully completing an Authority to Travel and Advance Form (see Annex 1A) or Blanket Travel Authority Form (see Annex 1B) and having this form signed by the appropriate individual(s);
13.1.4. submit a copy of the approved and signed Authority to Travel and Advance Form to Finance, prior to commencing travel;
13.1.5. claim for only eligible allowances and legitimate and actual expenses incurred;
13.1.6. report to Finance as soon as possible, any airline credits received or airfare refunds to their corporate credit card, as a result of flight changes or cancellations;
13.1.7. submit completed and approved travel expense claims on the authorized form with necessary supporting documentation, including receipts and explanations as required, within 30 days of completing the trip; and
13.1.8. pay off their corporate credit card balances on time.

13.2. It is management's responsibility to ensure that:
13.2.1. this policy is communicated to all persons required to travel on RCM business;
13.2.2. travel is pre-authorized and that the traveller’s Authority to Travel and Advance Form is fully completed prior to signing;
13.2.3. travel is necessary, taking into consideration the possible use of virtual presence, teleconferencing, videoconferencing and other remote meeting solutions, and the duration of travel is reasonable;
13.2.4. sufficient budgetary funds are available;
13.2.5. the anticipated expenses are of a business nature and can demonstrate value for money;
13.2.6. the expenses claimed are substantiated;
13.2.7. the amount of expenses claimed is reasonable; and
13.2.8. any expenses reimbursed or paid for by RCM are in compliance with this policy.

13.3. The Finance Department will reimburse expenses, within seven (7) working days of receipt, for the amounts claimed to the extent that the expenses are compatible with corporate policy. Expenses that are not within the policy will be referred to the functional Vice-President or President and CEO or designate for consideration and specific approval.

13.4. The Treasury & Risk Management Department shall manage all aspects of RCM’s travel program.

14. **Travel Arrangements - General**

14.1. **Travel Arrangements:** All travel arrangements (air, rail, vehicle rental and lodging); including all changes and cancellations of travel arrangements must be made through RCM’s designated travel provider, American Express Travel. The RCM has negotiated preferred pricing with the travel provider. Reservations should be made as early as possible to take advantage of advance purchase discounts. American Express Travel can be reached at:

**Online (American Express Online Booking Tool):**
By telephone:
Reservation line: xxx (Canada & USA only) or call collect at xxx (Worldwide).
Once connected please select your language preference and then option 2 for off-line bookings.

By e-mail:
Outside e-mail: xxx
Office hours: Mon – Fri 8:00 a.m. to 5:00 p.m. EST

Emergency Travel Arrangements: After normal business hours, travellers may use American Express’ 24 hour toll free Emergency Travel Centre. This service should only be used when required as there is a service charge levied for each call. The phone number is xxx for Canada & USA or call collect at xxx anywhere else in the world.

Traveller Profile: All RCM employees must have a Traveller Profile on file with American Express Travel before any travel is booked. A Traveller Profile can be created online at xxx

Detailed instructions on how to create a Traveller Profile are set out in Annex 1H. It is imperative that the Traveller Profile be completed with as much information as possible to ensure proper ticketing and reservations. The traveller is responsible for updating their Traveller Profile as may be required.

14.2. Foreign Travel and Travel Advisories: Safety and security are of primary importance when employees are travelling. Travel advisories that restrict travel for safety purposes are issued regularly by the Department of Foreign Affairs and International Trade (DFAIT) at http://www.voyage.gc.ca/ or by local government state departments in other countries. It is recommended that travellers consult these sources before making any travel plans.

14.3. Combining Personal and Business Travel: Employees may take personal/vacation leave while travelling on RCM business provided they obtain special pre-authorization from their Vice-President. The Vice-President should ensure that the travel expenses paid by RCM are no greater than what it would be if the employee did not take the personal/vacation leave. See Interpretation Bulletin #ITB 051-001 for more details.

14.4. Spouse/Partner Accompaniment: The RCM shall not pay for any travel and related expenses for a spouse or partner who is accompanying an employee, including the President and CEO, as a result of his or her attendance and participation on RCM business, such as events or conferences.

14.5. Rest Period: To alleviate fatigue caused by flights of long duration and/or rapid time-zone changes and where business circumstances permit, a suitable rest period should be arranged between the time of arrival at the destination and the time of any business appointment.
14.6. **Unused / Voided Airline Tickets**: Unused airline paper tickets, flight coupons or flight segments from electronic tickets must never be discarded, destroyed or ignored as they may have a cash value. The traveller is responsible for reporting these to the Finance department and returning these as soon as possible to American Express Travel to get a refund or a credit. Do not send any unused flight coupons directly to the airline or file with your expense claim. Any cost associated with obtaining a refund or a credit is the responsibility of the traveller’s department. Note that it may take a period of time for refunds to be posted to a traveller’s account due to airline processing times. It is the airline’s practice to issue refunds in the original form of payment.

15. **Corporate Travel Credit Card**

15.1. RCM’s designated corporate travel card is the American Express Corporate card. This card should be used for all travel related expenses including air, rail, lodging, vehicle rental, meal, entertainment and miscellaneous expenses. The card is intended for business use only and may not be used for personal expenses (unless they are related to travel and lodging expenses incurred while on RCM business such as hotel movies and mini-bar charges).

15.2. All employees expected to travel on behalf of RCM on a regular basis and/or required to incur hospitality expenses in the normal course of business, should acquire an American Express Corporate card. Application forms are available from the Treasury & Risk Management department and must be signed by the employee’s Director, Senior Director, Managing Director, Executive Managing Director, Vice-President or the President and CEO.

15.3. The cardholder is responsible for paying the balance as identified on the monthly card statement in accordance with the terms and conditions set out by the American Express Cardholder Agreement and the Corporate Card Agreement between RCM and the employee. Delinquency fees and financing charges are the responsibility of the cardholder.

15.4. The cardholder is responsible for reporting to the Finance department, any airfare refunds to their corporate credit card, as a result of flight changes or cancellations.

16. **Use of Personal Credit Cards**

16.1. The use of a personal credit card is not permitted for paying air or train fares. These fares must either be charged to the traveller’s corporate travel credit card or to RCM’s Central Billing Account established with the travel provider.

17. **Cash / Travel Advances**

17.1. Employees provided with an American Express Corporate card and require a cash advance for corporate travel, are expected to obtain these from Automated Bank Machines (ABM) by using their assigned Personal Identification Number (PIN). Related service fees are reimbursable. Any ABM displaying the INTERAC or CIRRUS logo will accept the American Express Corporate card for cash advances.
17.1.1. ABM’s are located at the airport as well as other locations and are capable of dispensing local currency. The daily/monthly cash advance limits are $300.00 Canadian and $3,000.00 Canadian respectively (or the equivalent in a foreign currency). Service fees are reimbursable.

17.2. Employees who do not have an American Express Corporate card and require a cash advance for corporate travel, must submit a completed and approved “Authority to Travel and Advance” form to Finance – Accounts Payable. The amount of the advance should be based on a reasonable estimate of the total anticipated expenses to be paid using the cash.

17.2.1. Finance will provide for the advance by having the funds electronically deposited to the employee’s bank account. Bank account details must be on file in order for the employee to receive an electronic deposit. The cut-off to request an electronic deposit is end of day Tuesday for deposit into the bank account on Thursday. At this time the electronic deposit option is only available for Canadian dollars.

18. **Frequent Traveller / Loyalty Programs**

18.1. RCM will not endorse or pay for any frequent traveller, membership or loyalty programs. Any membership initiatives are between the traveller and the issuing organization. In such cases, employees are entitled to collect and redeem benefits with these programs as long as there is no additional cost or impact on operational requirements to RCM. Employees are personally responsible for all costs associated with frequent traveller, membership or loyalty programs, but still remain governed by the terms and conditions of RCM’s Corporate Travel, Hospitality, Conference and Event policy for the selection and approval of all travel related services.

18.2. Selection of air schedules, accommodation and car rentals shall not be influenced by such programs leading to an increase in RCM’s travel expenses.

18.3. Travellers are fully responsible for any income tax implications that may arise as a result of using employer-paid travel to earn points for personal-use travel or rewards. RCM will not issue a T4 or T4A slip in this regard. It is the responsibility of each employee to report the applicable taxable benefit when completing their annual tax return.
19. **Persons Travelling Together / Group Travel**

19.1. In order to avoid and/or reduce the impact on the corporation in the event of an accident or incident, the following guidelines should be used when practical and based on available options and schedules.

19.1.1. No more than the President and CEO and two Vice-Presidents should travel together.

19.1.2. No more than two of the following should travel together, without the prior permission of a Vice-President or the President and CEO:

19.1.2.1. Vice-Presidents, Executive Managing Directors, Managing Directors, Senior Directors or Directors in a direct reporting line;

19.1.2.2. Executive Managing Directors, Managing Directors, Senior Directors or Directors reporting to the same Vice-President;

19.1.2.3. Executive Managing Directors, Managing Directors, Senior Directors or Directors and other management staff in a direct reporting line.

19.1.3. No more than twelve employees should travel together on the same flight, without the prior permission of the Vice-President, Finance & Administration.

19.2. The primary group sponsoring or organizing the out-of-town assignment or function, is responsible to coordinate all attendees and completing the necessary documentation to obtain the required approval.

   a. The prior approval of the divisional Vice-President, sponsoring or organizing the out-of-town assignment or function, is required when three or more employees are requested to travel on the same out-of-town assignment.

   b. The prior approval of the President and CEO is required when five or more employees are requested to travel on the same out-of-town assignment.

19.3. Air Canada and other airlines may offer discounts in the form of convention fares when 10 or more employees are travelling to the same location for a particular event or function (e.g. meeting, coin show, conference). These fares, depending on class of service, may be better than those typically available to RCM for regular travel. Before any travel is booked, the RCM organizer/coordinator for this event or function should contact the Treasury department. The Treasury department will assess what is most economical for the RCM and provide further directions to the organizer/coordinator for communication to the travellers.

20. **Air Travel**

20.1. Air travel is the accepted means of transportation unless specific prior approval is obtained and it is more efficient in both time and cost to travel by car, rail or other means.
20.2. Airfare pricing is very dynamic. In an effort to increase the probability of obtaining the cheapest fare available for the eligible class of air travel for the chosen itinerary, it is recommended that the traveller book air travel no later than 14 days in advance of the travel date.

20.3. Travellers are expected to be mindful in managing and minimizing flight changes and the associated fees.

20.4. Airfares purchased will be charged to a RCM Central Billing Account unless the traveller provides their American Express Corporate card at the time of booking or has identified this preference in their Traveller Profile with American Express Travel. Under no circumstances are personal credit cards to be used for paying airfares.

20.5. All airline tickets must be booked by American Express Travel. The standard for air travel is outlined in the below table. The lowest available airfares appropriate to particular itineraries shall be sought. To meet this expectation the traveller should take into consideration related travel costs and relevant considerations when selecting their fare. These may include incremental ground transportation costs if flights to the destination are serviced by more than one airport (e.g. Toronto), baggage fees assessed by different airlines, arrival time to meet a commitment (e.g. meeting), convenient departure time, etc. As a means of illustration, the following scenarios are considered acceptable bookings:

   a. The traveller chooses the lowest published airfare per American Express Travel. Since this airfare is the lowest airfare, no additional written justification is required.

   b. The traveller chooses an airfare that provides for the lowest aggregate costs taking into consideration tangible cost differences including but not limited to meals included in the airfare, lower ground transportation costs due to location of the airport, baggage fees, and/or other pertinent items. Since this airfare may not be the lowest published airfare per American Express Travel, a written justification must be included with the Travel Authority and Advance From to explain the rationale for the airfare selected.

   c. The traveller chooses an airfare that doesn’t pose unreasonable hardship and/or provides the necessary itinerary to fulfill business requirements. Examples could include reasonable airport connection wait times, reasonable departure and/or arrival times. Since this airfare may not be the lowest published airfare per American Express Travel, a written justification must be included with the Travel Authority and Advance From to explain the rationale for the airfare selected.

20.6. All travellers are allowed to use the designated fare class, unless an upgrade is provided at no additional cost, or due to the following exceptions below. Fares booked that do not comply with this policy will be reported to the appropriate
Vice-President or President and CEO for review and approval. A copy of all exceptions must be filed with the Vice-President, Finance & Administration and CFO. It is expected that all travellers be mindful that although they may be eligible for Business or Discounted Business airfare where specifically identified in the below table, that they are expected to be prudent in selecting this class of airfare based on evaluating the cost in terms of value for money and due regard for economy, and should consider the use of lower airfare class as an alternative where such circumstances to use Business or Discounted Business cannot be reasonably justified.

**STANDARD ALLOWABLE AIRFARE CLASS**

<table>
<thead>
<tr>
<th>Destination</th>
<th>Members of the Board of Directors</th>
<th>President &amp; CEO</th>
<th>Vice-Presidents</th>
<th>Functional Directors (Level G &amp; H)</th>
<th>All Other Employees</th>
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<tbody>
<tr>
<td>Canada</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Economy except where trips are 850 air kilometres or more one way and where continuous air travel exceeds 4 hours, in which case Discounted Business is allowed</td>
<td>Discounted Economy except where trips are 850 air kilometres or more one way and where continuous air travel exceeds 4 hours, in which case Discounted Business is allowed</td>
<td>Discounted Economy</td>
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<tr>
<td>USA</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Economy except where trips are 850 air kilometres or more one way and where continuous air travel exceeds 4 hours, in which case Discounted Business is allowed</td>
<td>Discounted Economy except where trips are 850 air kilometres or more one way and where continuous air travel exceeds 4 hours, in which case Discounted Business is allowed</td>
<td>Discounted Economy</td>
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<tr>
<td>Caribbean</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Business</td>
<td>Discounted Business</td>
<td>Discounted Economy</td>
</tr>
<tr>
<td>Central America</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Business</td>
<td>Discounted Business</td>
<td>Discounted Economy</td>
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<tr>
<td>Region</td>
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<td>Business Class</td>
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<tr>
<td>South America</td>
<td>Business</td>
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<td>Discounted Business</td>
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<td>Asia</td>
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<tr>
<td>Middle East</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Business</td>
<td>Discounted Business</td>
<td>Discounted Business</td>
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</tbody>
</table>

Discounted Business allowed where continuous air travel exceeds 9 hours.
### Notes:

1. Other than the Members of the Board of Directors and the President & CEO, no employee is allowed to fly any form of Business class fare between Winnipeg and Ottawa, regardless of routing. Exceptions due to medical reasons, unavailability of any form of Economy class fare, etc. shall be reviewed on a case by case basis for approval by the President and CEO.

2. “Trip” is defined as the journey covered from where the traveller commences air travel (ie. workplace city) to the final air travel destination.

3. “Continuous air time” starts at the scheduled departure time and ends with the arrival at destination or with an overnight stop or layover equivalent to an overnight stop. An overnight stop or layover equivalent to an overnight stop, occurs anytime the traveller stays at a commercial or non-commercial place of accommodation before continuing on with their itinerary.

4. The Standard Allowable Airfare Class applies to all flight segments in accordance with the required air travel kilometres and /or “Continuous air time” definition, where identified as applicable.

5. The traveller is permitted to use the same airfare class for the return flight/segments back home.

6. For the sake of clarification, Discounted Economy for Air Canada refers to its Flex class airfare.

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<tr>
<td>Africa</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Business</td>
<td>Discounted Business</td>
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<tr>
<td>Oceania</td>
<td>Business</td>
<td>Business</td>
<td>Discounted Business</td>
<td>Discounted Business</td>
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</table>
(7) For the sake of clarification, Discounted Business for Air Canada refers to its Z and P class airfares for travel within Canada and/or USA; its C, D, Z and P class airfares for travel outside of Canada and USA.

**General airfare exceptions and requiring approval:**

1. Where a medical certificate requires the traveller to have special seating arrangements, the traveller may choose the next higher level fare class that provides for this;
2. If an employee is taken ill while travelling and the attending physician recommends a different class of air travel back to Canada;
3. To accompany customers that are booked on a higher fare class; or
4. When traveling on short notice for a customer event or emergency and/or no seats are available at the Standard Airfare Class, the traveller may choose the next higher level fare class that has availability.

21. **Rail Travel**

21.1. The standard for rail travel is the next highest class after the full economy class.
21.2. Train fares purchased will be charged to a RCM Central Billing Account unless the traveller provides their American Express Corporate card at the time of booking or has identified this preference in their Traveller Profile with American Express Travel. Under no circumstances are personal credit cards to be used for paying train fares.

22. **Car Travel – Privately Owned Vehicle**

22.1. Travel by private car will only be authorized when it is considered to be both economical and practical. This determination and authorization should be made by the traveller’s manager based on an analysis of the alternatives available. The use of a private car for travel on RCM business, either on an occasional or continual basis, is at the owner's risk and RCM will not reimburse expenses or losses incurred because of mechanical failure, road hazards, traffic or parking violations or accidents. Unless pre-approved by the divisional Vice-President, the employee may not claim more in total kilometre allowance for any journey than the equivalent fare of the lowest practical commercial carrier fare.

22.2. Employees using a private vehicle must ensure that the vehicle carries a minimum insurance coverage of $1,000,000 for public liability and property damage. Employees, for their own protection, should confirm with their automobile insurers that occasional business use is covered. See Interpretation Bulletin #ITB 051-002 for more details.

22.3. Employees who are authorized to use their private cars for travel on RCM business, either on an occasional or continual basis, are paid in accordance with the car mileage rate outlined in Annex 1C. Necessary costs incurred for road, ferry, bridge and tunnel tolls or parking charges (except at the normal place of work) are
reimbursed. Employees may claim kilometre allowance from work place to destination and return, and incidental kilometre allowance at destination. Employees travelling to the same location by private car are expected to use common transportation to minimize costs. Passengers may not claim kilometre allowance.

23. **Car Travel – Leased/Rented Vehicle**

23.1. The leasing/renting of a car is permitted when economical and practical. For leased vehicles, prior approval of the divisional Vice-President is required. For rented vehicles, prior approval of the traveller’s manager is required.

23.2. Where practical, employees travelling to the same location by vehicle are expected to travel together to reduce costs.

23.3. All vehicle leases/rentals must be for intermediate/standard or smaller size vehicles unless special circumstances warrant a larger vehicle (e.g. 3 or more employees) or if an upgrade is provided at no additional cost.

23.4. In addition to all drivers, RCM should be named or identified on the lease/rental agreement to ensure that all parties are properly insured (e.g. John Smith / Royal Canadian Mint).

23.5. Employees must decline Collision Damage Waiver/Loss Damage Waiver Insurance (CDW) offered by car leasing/rental companies. Employees who pay for their car lease/rental with the American Express Corporate card have automatic CDW coverage. For those situations where the American Express Corporate card is not used, CDW coverage is provided under RCM’s insurance program provided RCM is named or identified on the lease agreement. Any cost associated with damages to the rental car or related insurance claims will be borne by traveller’s costcentre/department.

23.6. When returning vehicles, reasonable effort must be made to return the vehicle:

- 23.6.1. to the original rental city unless pre-approved for one-way rental by the rental agency;
- 23.6.2. intact (i.e. no bumps, scratches or mechanical failures);
- 23.6.3. on time, to avoid additional hourly charges; and
- 23.6.4. with a full tank of gas.

23.7. A “Car Rental Quick Reference Guide” is provided in Annex 1D and should be carried by the traveller when renting or leasing a vehicle.

24. **Taxi and Limousine Services**

24.1. The use of taxi or limousine service is allowable when use of such service is justifiable and reasonable. In case of travel to and from airports, limousines or taxis are permitted where the cost is not excessive; however, airport bus service is encouraged when available and practical.

24.2. The use of car sharing services such as Uber or similar is allowable where legislated and when the use of such service is justifiable and reasonable.
Travellers should be aware that these car sharing services are not regulated or legislated in all cities or locations.

24.3. The use of RCM issued taxi chits are prohibited as a means of payment when travel is authorized under an Authority to Travel and Advance form. Use of taxi chits are permitted for local travel (where the form is not required).

25. **Lodging**

25.1. Accommodation should be hygienic, safe, comfortable and of good quality and if needed, have adequate business facilities and be convenient to the place of business. Hotel bookings must be for a standard single guest room unless an upgrade is provided at no additional cost. Although the hotels are not obligated to do so, employees should enquire whether they can be afforded government or corporate rates, when making reservations. Please refer to Annex 1C for reference link.

25.2. As a financial guideline and with prudent regard to economy, accommodations should comply with the City Rate Limits published by Public Works and Government Services Canada - Accommodation and Car Rental Directory (please refer to Annex 1C for reference link), with the exception of the following frequently travelled cities, where the specified rate is considered acceptable:

   a. Ottawa: a rate not to exceed $200 CAD/night;
   b. Winnipeg: a rate not to exceed $155 CAD/night;
   c. Toronto: a rate not to exceed $200 CAD/night;
   d. Montreal: a rate not to exceed $190 CAD/night;
   e. Vancouver: a rate not to exceed $200 CAD/night;
   f. Calgary: a rate not to exceed $180 CAD/night;
   g. Las Vegas: a rate not to exceed $145 USD/night.

The above amounts are exclusive of taxes.

25.2.1. The above City Rate Limits and the specified acceptable rate for the identified frequently travelled cities do not apply to members of the Board of Directors and the President and CEO. Furthermore, at their discretion, members of the Board of Directors and the President and CEO may choose to book and stay at a standard guest room situated on the Fairmont Hotel Gold floors.

25.3. All accommodation rates in excess of the City Rate Limit and the specified acceptable rate for the identified frequently travelled cities, must be documented, justified and pre-approved by the traveller’s Vice President or in the case where the employee is a Vice President, it should be pre-approved by the President and CEO. Documentation (information from American Express travel counselor or
American Express/RCM online travel booking tool) should include available hotels and related rates to support request.

25.4. If non-commercial accommodation is used, an expense of $50.00 Canadian per day may be claimed for travel within Canada. For travel outside of Canada, an expense of $50.00 US per day may be claimed. Note that Airbnb properties are not considered non-commercial accommodations and should not be used until such time the RCM is satisfied that such services meet the necessary regulatory, legal, insurance, safety and other requirements deemed appropriate for such services to be considered feasible for the RCM and its travelers.

25.5. Duplication of accommodation or omission to cancel guaranteed accommodation must be substantiated to be an allowable expense.

26. **Reimbursement for Meals and Incidentals**

26.1. Meal allowances:

26.1.1. Meal allowance for travel: A meal allowance is paid in accordance with the rates published by the National Joint Council. Please refer to Annex 1C for reference link.
   a. Meals include breakfast, lunch and/or dinner.
   b. The meal allowances are inclusive of all taxes and gratuities.
   c. The traveller may combine eligible meal allowances to spend across the meals consumed. No receipts are required except in cities specified by the National Joint Council where receipts are needed to justify reasonable and justifiable expenses.
   d. Meal allowances are not transferable to another traveller.

26.1.2. An exception is being made for meals consumed in New York City and Los Angeles City, specifically for Directors (level G and above) and Vice-Presidents. In lieu of the applicable meal allowances, this particular group of travellers may elect to seek reimbursement for actual meals, where reasonable and supported by itemized receipts. Actual meal expenses shall not include alcohol, costs associated with guests or co-workers or the additional cost of room service, which is to be identified by the claimant. The traveller must submit the actual itemized receipt for their own meal, rather than claim a receipt that covers a number of people, except under the Hospitality section of this policy. These actual itemized receipts should indicate the type of meal for which reimbursement is requested (ie. breakfast, lunch or dinner) and be included in the traveller’s expense claim.

26.1.3. No meal allowances should be claimed for meals in transit which are included in transportation charges, or for meals prepaid by RCM for
employees attending conferences or courses, when entertained by others, included in the hotel rate, or when claiming hospitality expenses for meals.

26.1.4. Unless otherwise covered by terms and conditions of employment or collective agreement, meals expenses incurred within the local travel area shall not normally be reimbursed. Meal expenses, based on actual receipts, may be reimbursed up to the limit of the applicable meal allowance in Annex 1C, in the following situations:

a. When employees or members of the Board of Directors are required to work through or beyond normal meal hours and are clearly placed in situations of having to spend more for the meal than would otherwise be the case;
b. When employees or members of the Board of Directors are required to attend conferences, seminars or meetings during the weekend or holidays;
c. When employees are required to attend formal full-day conferences, seminars or meetings and where meals are an integral part of the proceedings;
d. When employer representatives are involved in collective bargaining proceedings;
e. When intense task force or committee studies are enhanced by keeping participants together over a normal meal period; or
f. When the reimbursement of meal expenses is clearly reasonable and justifiable as a direct result of an employee’s or member of the Board of Directors’ duties.

26.2. Incidental allowance:

26.2.1. An incidental expense allowance may only be claimed by travellers that are either RCM employees or members of the Board of Directors. Non public servant travellers are not eligible for this allowance.

26.2.2. An incidental expense allowance may be claimed for each full or partial day of travel. This allowance is intended to help the traveller defray personal costs not otherwise provided for within this policy such as gratuities, laundry, dry cleaning, grass cutting, snow removal, home security checks, plant watering, mail services, pet care, telecommunication hook-ups and service, shipping of some personal effects, beverages, snacks, toiletries, magazines, newspapers, etc. Incidental expense allowances are in accordance with the rates published by the National Joint
26.2.3. When a traveller visits different locations on the same day, the incidental allowance paid shall be that for the location where the day commences.

26.3. Employees who are absent from home during a weekend may claim meal allowances as applicable and the daily incidental expense allowance for each full Saturday or Sunday that they were on travel status. The same allowances may be claimed if the employee is on travel status for a full legal holiday of the country where the employee is on business.

27. **Other Business/Travel Related Expenses**

27.1. Other business/travel related expenses incurred and supported by receipts are reimbursable when they are reasonable and directly related to business travel. These include:

27.1.1. ABM fees to obtain cash advances;

27.1.2. service charges to purchase traveller cheques;

27.1.3. parking;

27.1.4. fax and telegram services;

27.1.5. telephone costs for business purposes (use of corporate calling card is highly recommended where feasible);

27.1.6. personal telephone costs (reasonable amount);

27.1.7. remote computer access / internet connection / WiFi costs for RCM business purposes;

27.1.8. cost of reasonable amounts of bottled water;

27.1.9. employees travelling outside Canada are reimbursed for the cost of obtaining a passport and/or visa, inoculations, vaccinations, x-ray and health certificates as may be required;

27.1.10. advance seat selection where warranted (ie. to make flight connection, to work on flight) and properly documented, subject not to exceed $50 for any flight segment;

27.1.11. necessary costs incurred for transporting required personal effects or RCM-owned equipment at excess luggage rates are reimbursed;

27.1.12. costs incurred for rental of equipment or meeting rooms;

27.1.13. costs incurred by an employee when representing RCM at an official function shall be reimbursed. These costs include such items as the rental of formal attire, etc.

27.1.14. annual fee, if applicable, associated with the RCM designated corporate travel card;

Council. Please refer to Annex 1C for reference link. No receipts are required to claim this allowance.
27.1.15. costs incurred for dependent care where no live-in arrangements are available. Reimbursement is limited to proof of payment and not to exceed that incurred by the employee for dependent care during the work day, to a daily maximum of $75 per household. No reimbursements will be made for services rendered by relatives;

27.1.16. loss or damage to personal items (other than luggage) that are required by the traveller in performing his/her RCM duties, provided it is not considered normal wear and tear, due to the traveller’s negligence or where a claim can be made against a third party. Any claim for loss or damage to personal items must be approved by the traveller’s Vice-President or the President and CEO; and

27.1.17. other business/travel related expenses at the discretion of the traveller’s manager, where reasonable and properly documented including receipts.

27.2. The following are examples of non-reimbursable expenses:

27.2.1. airline club dues;
27.2.2. frequent traveller, membership or loyalty program costs;
27.2.3. optional travel or baggage insurance;
27.2.4. traffic and parking fines;
27.2.5. in-flight movies and/or mini-bar service;
27.2.6. personal entertainment;
27.2.7. corporate credit card delinquency fees/finance charges;
27.2.8. hotel room movies;
27.2.9. hotel mini-bar;
27.2.10. luggage, briefcases;
27.2.11. gym passes or costs to utilize fitness facilities;
27.2.12. barber or hairstylist expenses;
27.2.13. laundry and dry cleaning services; and
27.2.14. air or rental vehicle phone usage.

28. **Hospitality**

28.1. When hospitality is extended while travelling, then such expenses shall be claimed in accordance with Section 2 of this policy.

29. **Foreign Currency Conversion**

29.1. Costs incurred for the purchase or resale of foreign currencies or travellers' cheques are reimbursed to the extent that the purchase and resale costs are consistent with the overall costs of the trip, and the employee must attach records of all such transactions when submitting expense reports.
29.2. Travel expenses incurred in foreign currencies will be reimbursed at conversion rates that protect the employee from personal loss but at the same time respect a principle that employees should exercise reasonable care to obtain favourable exchange rates for RCM.

29.3. Where a Corporate credit card is used, the actual charge to RCM will be accepted and used for accounting purposes. If a personal credit card is used and the employee has received the billing prior to filing the expense claim, the actual conversion rates charged will be accepted if a copy of the billing is provided. If a conversion rate has to be utilized before the employee receives the billing, a conversion rate equal to the average Bank of Canada daily exchange rate during the travel period for each country, plus two (2) percent will be accepted. The Finance division will advise of the Bank of Canada daily exchange rate on request. If, when, the actual charges are received by the employee there is a variance between actual costs for a trip and the total claimed, the employee will be entitled to file a supplementary travel claim for the difference.

29.4. Where an employee has to purchase foreign currencies for travel abroad, they should be purchased at a bank or currency exchange, wherever possible. This usually affords the employee a reasonable conversion rate and protects against illegal or black market currency transactions. An official receipt showing the amount converted and the rate of exchange, transaction fees, etc. should be obtained and attached to the employee's expense claim. Expenses converted at these rates will be accepted up to the amount purchased. Currency conversion at hotels may be permitted where it is needed to pay the hotel account or to provide a small amount of currency for local needs. The conversion rate paid to the hotel and the amount converted must be officially indicated on the hotel bill or receipt, in which case, the hotel conversion rate will be accepted for the amount transacted with the hotel.

30. **Illness or Accident While Traveling**

30.1. Employees are reimbursed necessary expenses caused by illness or accident while travelling to the extent not covered by insurance.

30.2. When in the opinion of the attending physician or the RCM's physician, an employee's condition resulting from illness or injury while travelling on RCM business warrants the transportation of the employee to another location for medical care; such costs will be reimbursed by the RCM. Also, where the situation warrants the bedside presence of the next-of-kin or a representative of the family, the actual and reasonable expenses of that person for transportation, accommodation, meals and incidentals will be reimbursed by the Corporation. Reimbursements are subject to prior approval by the divisional Vice-President and must be within the limits stipulated in this policy. If any portion of such cost is collectible from an insurance company, RCM's reimbursement will be limited to any excess over the insurance coverage. In the event that the employee is taken ill
while on travel status, the employee should ensure, upon his return to the office, that the illness is recorded on the employee's file.

31. **Death While Traveling**

31.1. If an employee dies while travelling on RCM business, the RCM will make every reasonable effort to assist the next-of-kin in making transportation or funeral arrangements. If the death is due to an eligible accident under the RCM’s travel and accident insurance policy, the death benefits paid under this policy will be paid to the employee's designated beneficiary for Supplemental Death Benefits, as shown in the Human Resources Division's records.

32. **Loss or Damage to Luggage**

32.1. The purchase of an airline ticket automatically provides a degree of insurance for delay, loss or damage to luggage.

32.2. In the event of delay, loss or damage to the luggage, the traveller must immediately advise the airline, hotel or American Express, as appropriate.

32.3. The ultimate responsibility for retrieval and compensation of lost baggage lies with the airlines. Any substantiated claim for loss or damage for the excess over the amount paid by the airline will be covered by RCM provided it is reasonable and must be approved by the traveller’s Vice-President or the President and CEO.

32.4. If a traveller’s baggage is delayed more than six hours, American Express will pay for the traveller’s immediate and reasonable and necessary expenses, provided that such expenses are incurred within four days of arrival, to a maximum of $500.00. For further information refer to the American Express’ Certificate of Insurance which accompanies their Corporate card.

33. **Expense Reporting and Reimbursement**

33.1. Travellers must submit signed and approved travel expense reports and travel authority forms, with all required original itemized receipts and supporting documentation to the Finance department within 30 days of completing the trip. Expense reports received after the 30 day period will be forwarded to the appropriate Vice-President for approval. See Annex 1E for specific filing procedures and requirements.

33.2. When original itemized receipts are not available, a full explanation of the expense and the reason for the missing receipt is required. The traveller’s manager must initial this explanation.

33.3. When the necessary bank account information has been furnished to Finance, reimbursement will be deposited electronically to the traveller’s bank account, within 7 working days of receipt. Forms for providing bank account information are available from Finance. RCM accepts no responsibility for delayed reimbursement due to incomplete, incorrect travel expense claims, delays in managerial approval, or circumstances that it has no control over.
33.4. When an employee is required to reimburse RCM, a personal cheque, signed traveller’s cheques or money order must be attached to the completed travel claim form. Monies owed to the RCM and not paid earlier than 30 days of completing the trip or upon submission of the completed travel expense claim, must be forwarded to the Vice-President, Finance and Administration & CFO for review and approval. It is not RCM’s practice to finance funds owed by employees.

34. **Relocation Travel Expenses**

34.1. Relocation and travel expenses for an employee who is transferred to another location by RCM is not covered under this policy. Such expenses are covered in accordance with arrangements between the employee and the RCM Human Resources department.

35. **Authority to Travel and Advance Form and Blanket Travel Authority Form**

35.1. Please refer to Annex 1A and Annex 1B.

36. **Car Mileage Rates**

36.1. Please refer to Annex 1C.

37. **Car Rental Quick Reference Guide**

37.1. Please refer to Annex 1D.

38. **Expense Reporting: Filing Procedures and Requirements**

38.1. Please refer to Annex 1E.

39. **General Travel Safety Tips**

39.1. Please refer to Annex 1F.

40. **Corporate Travel, Hospitality, Conference and Event Policy Interpretation Bulletins**

40.1. Please refer to Annex 1G.

41. **Traveller Profile**

41.1. Please refer to Annex 1H.
Annex 1A – Authority to Travel and Advance Form
This form must be completed and have the required approvals and authorizations prior to any travel arrangements being made. Travel must be authorized and approved in accordance with the Delegation of Authority Policy #41. Once completed and authorized, this form must immediately be sent to the RCM Finance department, prior to the start of travel.

Avant d'entreprendre les préparatifs de voyage, vous devez remplir ce formulaire et obtenir les approbations et autorisations requises, conformément à la politique n°41 – Délégation des pouvoirs. Vous devez ensuite remettre le formulaire dûment rempli et approuvé à la section des finances de la MRC, et ce, avant le début du voyage.

### Part A - Information / Partie A - Information

- **Travel Authority and Advance / Autorisation de voyager et d'avance de fonds**
- **Blanket Travel Authority / Autorisation générale de voyager**

1. **Name of Traveler / Nom du voyageur**
2. **Cost Centre / Centre de coûts**
3. **Travel Category / Catégorie de voyage**
4. **Traveler Type / Type de voyageur**
5. **Purpose of Travel / Objet du voyage**
6. **Number of Travelers / Nombre de voyageurs**
7. **Rationale for not selecting virtual presence or other remote meeting solutions / Raison pour laquelle la présence virtuelle ou une autre solution de réunion à distance n'a pu être appliquée**
8. **Comments/Information to support request / Commentaires/Information pour appuyer la demande**
**PART B - Travel Itinerary and Estimated Cost**

<table>
<thead>
<tr>
<th>Start and End Dates / Dates de début et de fin</th>
<th>From and To Destinations / Lieux de départ et d'arrivée</th>
<th>Mode of Transportation / Mode de transport</th>
<th>Rationale / Justification</th>
<th>Estimated Cost / Coût estimatif</th>
<th>Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Air / Avion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taxi / Taxi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking / Station</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Insert item / Ajoutez un élément

**Are you combining personal with business travel? / Combinez-vous un voyage personnel avec un voyage d'affaires?**
- Yes / Oui
- No / Non

**Did you select the lowest available airfare as permitted by the travel policy? / Avez-vous choisi le tarif aérien le moins élevé, comme le prévoit la politique sur les voyages?**
- If "no", please provide rationale / Si "non", veuillez fournir une justification
  - Yes / Oui
  - No / Non

If other, please specify why / Si "autre", veuillez préciser pourquoi?

**Accommodation Type / Type d'hébergement**

<table>
<thead>
<tr>
<th>Hotel Name / Nom de l'hôtel</th>
<th>Rationale / Justification</th>
<th>Rate / Tarif</th>
<th>N° of Nights / N° de nuits</th>
<th>Estimated Cost / Coût estimatif</th>
<th>Contingency</th>
</tr>
</thead>
</table>

- Insert item / Ajoutez un élément

http://rebel-arc.tpsgc-psgc.gc.ca/kCRDS/preface-eng.htm#allcyelimits

---

Policy # 51 – Corporate Travel, Hospitality, Conference and Event Policy
### Country/Region

<table>
<thead>
<tr>
<th>Country/Region / Pays/Région</th>
<th>Currency / Devise</th>
<th>Exchange Rate / Taux de change (OANDA.com)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

### Per Diem Rate / Taux quotidien

<table>
<thead>
<tr>
<th></th>
<th>No. of Meals / Nbre de repas</th>
<th>Total Per Diem / Indemnité quotidienne totale</th>
<th>Total CAD Equivalent / Équivalent total en dollars canadiens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast / Petit déjeuner</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Lunch / Dîner</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dinner / Dîner</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Total Estimated Meals / Coût totale estimatif des repas :

| Incidentals / Frais accessoires | 0 | 0.00 | 0.00 |

### Other (Specify) / Autre (précisez)

<table>
<thead>
<tr>
<th></th>
<th>Estimated Cost (CAD) / Coût estimatif (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Estimated Accommodation and Trip Cost / Coût total estimatif de l’hébergement et du voyage :

|                | 0.00 |

#### Total Estimated Meals and Incidentals / Coût total estimatif des repas et des frais accessoires :

|                | 0.00 |

---

Policy # 51 – Corporate Travel, Hospitality, Conference and Event Policy
**Travel Authority and Advance / Autorisation de voyager et d’avance de fonds**

**Part C - Hospitality Calculator / Partie C - Calculateur des frais d’accueil**

Is hospitality being offered? / L’hospitalité est-elle offerte?

- [ ] Yes / Oui
- [ ] No / Non

<table>
<thead>
<tr>
<th>Country/Region Pays/Région*</th>
<th>Currency / Devise</th>
<th>Exchange Rate / Taux de change (CAD/USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1.0000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospitality / Frais d’accueil</th>
<th>Rate / Coût (PP)</th>
<th>Standard / Coût standard</th>
<th>Maximum / Coût maximum</th>
<th>CAD Equivalent (Total) / Équivalent en dollars canadiens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (Treasury Board Rate *1.5) / Petit déjeuner (taux du Conseil du Trésor *1.5)</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Lunch (Treasury Board Rate *2) / Déjeuner (taux du Conseil du Trésor *2)</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dinner (Treasury Board Rate *1.75) / Dîner (taux du Conseil du Trésor *1.75)</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Reception (Treasury Board Rate *2) / Réception (taux du Conseil du Trésor *2)</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Refreshments (Treasury Board Rate *0.5) / Ré éclats (taux du Conseil du Trésor *0.5)</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Meals / Coût total des repas:** 0.00

**Other Hospitality Expenses/ Autres frais d’accueil**

<table>
<thead>
<tr>
<th>Amount / Montant</th>
<th>CAD Equivalent (Total) / Équivalent en dollars canadiens</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Other Hospitality Expenses / Total – Autres frais d’accueil:** 0.00

**Notes:**
- The Standard Cost Per Person shall apply to both Internal and External Hospitality.
- The Maximum Cost Per Person shall only apply to External Hospitality.
- The Standard Cost and Maximum Cost are inclusive of taxes and gratuities.

**Notes:**
- Le coût standard par personne s’applique aux activités d’accueil internes et externes.
- Le coût maximum per personne s’applique aux activités d’accueil externes seulement.
- Le coût standard et le coût maximum comprennent les taxes et les pourboires.
### Part A / Partie A

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Travel Trip Cost / Coût total estimatif des frais de déplacement</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Estimated Accommodation Trip Cost / Coût total estimatif des frais d’hébergement</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Estimated Contingency Trip Cost / Coût total estimatif des dépenses imprévues</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Estimated Meals and Incidental Costs / Coût total estimatif des repas et des frais accessoires</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Estimated Hospitality / Coût total estimatif des frais d’acceuil</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Estimated Travel Cost / Coût total estimatif des frais de voyage</td>
<td>0.00</td>
</tr>
<tr>
<td>Amount of advance required (Canadian dollars only) / Montant de l’avance demandée (en dollars canadiens uniquement)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Part D / Partie D

The authority form is part of RCM’s Travel, Hospitality, Conference and Event Policy #51. By signing this form, you declare having read and understood RCM’s Travel, Hospitality, Conference and Event Policy #51 and agree to its terms and conditions prior to requesting this authority.

Ce formulaire d’autorisation fait partie de la politique n° 51 de la RCM sur les voyages, l’hébergement, les conférences et les événements. En signant ce formulaire, vous déclarez avoir lu et compris la politique n° 51, et vous en acceptez les modalités avant de soumettre cette demande d’autorisation.

<table>
<thead>
<tr>
<th>Traveller Signature / Signature du voyageur</th>
<th>Date / Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part E / Partie E

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part E - Request for Advance (CAD Funds Only) / Partie E - Demande d’avance de fonds (Fonds en dollars canadiens seulement)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Part F / Partie F

**CEO APPROVAL REQUIRED:**
- [ ] Travel - Exceptions to Corporate Travel, Hospitality, Conference & Event Policy #51 (Annex 28)

**CFO or CEO APPROVAL REQUIRED:**
- [ ] Hospitality - Exceptions to Corporate Hospitality #51 (Annex 28)
- [ ] Hospitality - External or Internal hospitality exceeding Maximum Cost per Person (Annex 28)
- [ ] Hospitality - External or Internal hospitality costs exceeding $5,000 (Annex 28 and 44.1)
- [ ] Hospitality - Alcoholic beverages provided (Policy Section 44.1)
- [ ] Hospitality - Food & beverage costs exceeded Maximum Cost Per Person (Policy Section 44.1)
- [ ] Hospitality - Entertainment provided (Policy Section 44.1)
- [ ] Hospitality - Hospitality or entertainment provided to spouse or person accompanying an event participant (Policy Section 44.1)
- [ ] Hospitality - Hospitality paid by RCM taking place at the residence of an RCM employee, board member or other private residence (Policy Sections 44.1 and 44.4)
- [ ] Hospitality - Special forms of hospitality (Annex 28)
VP APPROVAL REQUIRED (CEO APPROVAL IF TRAVELLER IS A VP):
- Travel - Combining personal and business travel (Section 14.3)
- Travel - Airfare - Higher than permitted by policy (Section 20.6)
- Travel - Privately owned vehicles - Kilometer allowance in excess of the equivalent lowest practical commercial centre rate (Section 22.1)
- Travel - Car travel - Less than vehicles (Section 23.1)
- Travel - Hotel - Rate in excess of specified or published City Rate Limits (Section 22.2 and 23.3)
- Hospitality - External or internal hospitality up to $5,000 and within Maximum Cost Per Person (Annex 28)
- Hospitality - Food & beverage cost not exceeding Maximum Cost Per Person (Section 44.1)

TRAVELER'S DIRECTOR APPROVAL REQUIRED:
- Travel - Airfare - Upgrade to a fare class higher than the Standard Allowable Airfare Class permitted by policy, at no additional cost to ROM (Policy section 20.6)
- Travel - Car rental - Upgrade to a larger vehicle than the Intermediate/Standard size permitted by policy, at no additional cost to ROM (Policy section 23.3)
- Travel - Car rental - Upgrade to a larger vehicle than the Intermediate/Standard size to accommodate 3 or more employees (Policy section 23.3)
- Travel - Hotel - Upgrade to a level higher than the Standard Guest Room permitted by policy, at no additional cost to ROM (Policy section 23.1)
- Travel - Missing original itemized receipts. Explanation provided (Policy section 33.2)
- Other exceptions (traveler has listed and explained on a separate document)
- Hospitality - External or internal hospitality up to $1,500 and within Standard Cost Per Person (Annex 28)

APPROBATION DU PRÉSIDENT REQUISE:
- Voyages - Exceptions à la Politique sur les voyages, l'accueil, les conférences et les événements (politique n° 51) (annexe 28)

APPROBATION DU CFO ou PRÉSIDENT REQUISE:
- Voyages - Exceptions à la Politique sur les voyages, l'accueil, les conférences et les événements (politique n° 51) (annexe 28)
  - Accueil - Activités d'accueil externes et internes dépassant le coût maximum par personne (annexe 28)
  - Accueil - Activités d'accueil externes et internes de plus de 3 000 $ (annexe 28 et article 44.1)
  - Accueil - Boissons alcoolisées servies (article 44.1)
  - Accueil - Cours alimentaires et des boissons dépassant le coût maximum par personne (article 44.1)
  - Accueil - Activités de divertissement offertes (article 44.1)
  - Accueil - Activités d'accueil ou de divertissement offertes à un conjoint ou une personne qui accompagne un participant (article 44.1)
  - Accueil - Activités d'accueil payées par la MRC se déroulant dans la résidence d'un employé de la MRC d'un membre du Conseil d'administration ou dans une autre résidence privée (articles 44.1 et 46.4)
  - Accueil - Fêtes spéciales d'accueil (annexe 28)

APPROBATION DU PRÉSIDENT, SI LE VOYAGEUR EST UN VP:
- Voyages - Combiner les voyages personnels avec les voyages d'affaires (article 14.3)
- Voyages - Tarif minimum - Franchise de tarif supérieur à celle autorisée dans la politique (article 20.6)
- Voyages - Voyage en automobile privée - Taux de parcours kilométrique supérieur au tarif le moins élevé demandé par un transporteur commercial (article 22.1)
- Voyages - Voyages en automobile louée (article 23.1)
- Voyages - Hôtels - Tarifs d'hébergement dépassant les limites de tarifs d'hébergement établis ou publiés
- Accueil - Activités d'accueil externes et internes jusqu'à concurrence de 3 000 $, dans les limites du coût maximum par personne (annexe 28)
- Accueil - Coûts alimentaires et des boissons ne dépassant pas le coût maximum par personne (article 44.1)
Policy # 51 – Corporate Travel, Hospitality, Conference and Event Policy

### Approbation du Directeur du Voyageur Requête :

- **Voyages** – Tarif sériel – Surclassement d’un voyageur dans une classe de tarifs supérieure à la classe de tarif sériel standard admissible en vertu de la politique, sans frais supplémentaires pour la MRC (article 20.6)
- **Voyages** – Location d’un véhicule – Location d’un véhicule d’une catégorie supérieure à la catégorie intermédiaire ou standard autorisée par la politique, sans frais supplémentaires pour la MRC (article 22.3)
- **Voyages** – Location d’un véhicule – Location d’un véhicule d’une catégorie supérieure à la catégorie intermédiaire ou standard permise pour l’entreprise (trois employés au plus, article 33.3)
- **Voyages** – Hébergement – Réservation d’une chambre d’hôtel plus luxueuse que la chambre standard autorisée par la politique, sans frais supplémentaires pour la MRC (article 21.1)
- **Voyages** – Absence de reçus détaillés originaux (restitution fournie, article 33.2)
- Autres exceptions (énumérées et justifiées par le voyageur dans un document distinct)

### Échelle des approuvations

<table>
<thead>
<tr>
<th>Approuvé par le directeur du voyageur, qui possède le pouvoir de signature approprié (Nom en lettres majuscules)</th>
<th>Signature du directeur du voyageur</th>
<th>Date / Date</th>
<th>Date / Date</th>
</tr>
</thead>
</table>

**Reviewed by CFO (CEQ claming Board claims; claims for review prior to CEO approval; other as required)**

<table>
<thead>
<tr>
<th>Examiné par le chef de la direction financière (demandes de remboursement du président ou du Conseil, demandes aux fins d’examen avant l’approbation du président, autre au besoin)</th>
<th>Date / Date</th>
</tr>
</thead>
</table>

**Approved by VP/CFO/CEO/Chair of Board (as required)**

<table>
<thead>
<tr>
<th>Approuvé par le vice-président, le président de la Monnaie ou le président du Conseil (au besoin)</th>
<th>Date / Date</th>
</tr>
</thead>
</table>

**Approved by Chair of BDU/Chair Audit Committee (as required)**

<table>
<thead>
<tr>
<th>Approuvé par le président du Conseil / président du Comité de vérification (au besoin)</th>
<th>Date / Date</th>
</tr>
</thead>
</table>

### For Finance Use Only / Section réservée aux finances

- **Advance Payment Reference Number / Numéro de référence de l’avance de fonds**
- **Date Issued / Date d’émission**
- **Date Received in Finance / Formulire reçu par les finances**
- **Total Cost of Travel Expense Claim / Coût total de la demande de remboursement des frais de voyage**
- **If Canceled, please comment / Veuillez justifier l’annulation, le cas échéant**

**Cancel Request**
# Annex 1B – Blanket Travel Authority Form

**Blanket Travel Authority / Modèles d’autorisation générale de voyageur**

**PART A / PARTE A**

- **Travel Authority and Advance / Autorisation de voyager et d’avance de fonds**

**Blanket Travel Authority / Autorisation générale de voyager**

- Blanket travel authority (authorisation générale de voyager) - authorization for travel which is continuous or repetitive in nature, with no variation in the specific terms and conditions of trips and whereby it is not practical or administratively efficient to obtain prior approval from the employer for each individual trip.

- Authorization générale de voyager (blanket travel authority) - permission to effect a displacement over a continuous or repetitive period, without variation of the terms of the trips and where it is not feasible or administratively efficient to obtain prior approval from the employer for each individual trip.

## Part A - Information / Partie A - Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year / Exercice financier</td>
<td></td>
</tr>
<tr>
<td>Start Date / Date de début</td>
<td></td>
</tr>
<tr>
<td>End Date / Date de fin</td>
<td></td>
</tr>
<tr>
<td>Maximum number of consecutive travel days / Nombre maximale de jours de voyage consécutifs</td>
<td></td>
</tr>
<tr>
<td>Maximum dollar value - limit per trip / Valeur maximale en dollars - limite par voyage</td>
<td></td>
</tr>
<tr>
<td>1. Name of Traveler / Nom du voyageur</td>
<td></td>
</tr>
<tr>
<td>2. Cost Centre / Centre de coût</td>
<td></td>
</tr>
<tr>
<td>3. Travel Category / Catégorie de voyage</td>
<td></td>
</tr>
<tr>
<td>4. Traveler Type / Type de voyageur</td>
<td></td>
</tr>
<tr>
<td>5. Purpose of Travel / Objet du voyage</td>
<td></td>
</tr>
<tr>
<td>6. Number of Travelers / Nombre de voyageurs</td>
<td></td>
</tr>
<tr>
<td>7. Reason for not selecting virtual presence or other remote meeting solutions / la présence virtuelle ou une autre solution de réunion à distance n'a pu être appliquée</td>
<td></td>
</tr>
</tbody>
</table>

2. Comments/information to support request / Commentaires/information pour appuyer la demande

---

*Policy # 51 – Corporate Travel, Hospitality, Conference and Event Policy*
Annex 1C – Accommodation Rates, Meal and Incidental Allowances and Car Mileage Rates

ACCOMMODATION RATES

Accommodations should comply with the City Rate Limits published by Public Works and Government Services Canada – Accommodation and Car Rental Directory, with the exception of the following frequently travelled cities, where the specified rate is considered acceptable:

- Ottawa: a rate not to exceed $200 CAD/night exclusive of taxes
- Winnipeg: a rate not to exceed $155 CAD/night exclusive of taxes
- Toronto: a rate not to exceed $200 CAD/night exclusive of taxes
- Montreal: a rate not to exceed $190 CAD/night exclusive of taxes
- Vancouver: a rate not to exceed $200 CAD/night exclusive of taxes
- Calgary: a rate not to exceed $180 CAD/night exclusive of taxes
- Las Vegas: a rate not to exceed $145 USD/night exclusive of taxes

Please refer to reference link for City Rate Limits: http://rehelv-acrd.tpsgc-pwgsc.gc.ca/preface-eng.aspx#allcityratelimits Note that Canadian City Rate Limits identified under the link are expressed in CAD and exclude service charges and any applicable taxes. USA City Rate Limits under the link are expressed in USD and exclude service charges and any applicable taxes. Foreign City Rate Limits under the link are expressed in USD and include service charges and any applicable taxes.

All accommodation rates in excess of the City Rate Limits and the Ottawa, Winnipeg, Toronto, Montreal, Vancouver, Calgary and Las Vegas rates, must be documented, justified and pre-approved by the traveller’s Vice-President or President and CEO. Documentation (information from American Express travel counselor or American Express/RCM online travel booking tool) should include available hotels and related rates to support the request.

The Mint has pre-negotiated accommodation rates at the following properties:

- xxx
- xxx

Public Works and Government Services Canada has pre-negotiated government accommodation rates at various properties worldwide. Preference should be given to properties listed in their directory. Please refer to link: http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx
MEAL ALLOWANCES (EFFECTIVE JANUARY 1, 2019)

The meal allowances for Canada & USA are currently updated every April 1 and October 1 by the National Joint Council. Unless otherwise determined by the VP, Finance & Administration and CFO, the RCM will also update their meal allowances following the National Joint Council updates.

Meal allowances for travel in Canada & USA (except Yukon, Alaska, N.W.T and Nunavut) are paid in accordance with the rates published by the National Joint Council (in CAD or USD):

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td><strong>$20.25</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>$19.85</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td><strong>$50.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

An exception is being made for meals consumed in New York City and Los Angeles City, specifically for Directors (level G and above) and Vice-Presidents. In lieu of the applicable meal allowances, this particular group of travellers may elect to seek reimbursement for actual meals, where reasonable and supported by itemized receipts. Actual meal expenses shall not include alcohol, costs associated with guests or co-workers or the additional cost of room service, which is to be identified by the claimant. The traveller must submit the actual itemized receipt for their own meal, rather than claim a receipt that covers a number of people, except under the Hospitality section of this policy. These actual itemized receipts should indicate the type of meal for which reimbursement is requested (ie. breakfast, lunch or dinner) and be included in the traveller’s expense claim.


The meal allowances are inclusive of all taxes and gratuities.

The traveller may combine eligible meal allowances to spend across the meals consumed. No receipts are required except in cities specified by the National Joint Council where receipts are needed to justify reasonable and justifiable expenses.

Meal allowances are not transferable to another traveller.

No meal allowances should be claimed for meals in transit which are included in transportation charges, or for meals prepaid by RCM for employees attending conferences or courses, when entertained by others, or when claiming hospitality expenses for meals.
INCIDENTAL ALLOWANCES

The incidental expense allowance will be updated as and when required using the rate set from time to time by the National Joint Council. *(Board resolution of June 17, 2007)*

For travel within Canada the allowance is $17.30 Canadian per day.

For travel within USA the allowance is $17.30 US dollars per day.


CAR MILEAGE RATES (EFFECTIVE JANUARY 1, 2019)

The mileage rate will be updated as and when required using the rate set from time to time by the National Joint Council. *(Board resolution of December 7, 2006)*

Rate payable in cents per kilometre for the use of privately owned vehicles driven on authorized business travel is: **57.0 cents/km** (taxes included).

When making a car mileage claim, documented proof of kilometres driven is required to be filed with the travel expense claim. Acceptable documented proof include distance calculations using Google Map, Yahoo Map and MapQuest.
**Annex 1D: Car Rental Quick Reference Guide**

<table>
<thead>
<tr>
<th>Car Rental Quick Reference Guide</th>
<th>(RCM Policy 51 - Corporate Travel, Hospitality, Conference and Event Policy)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vehicle rentals</strong></td>
<td></td>
</tr>
<tr>
<td>Allowed in RCM Travel, Hospitality, Conference and Event Policy</td>
<td>Intermediate/Standard or smaller size</td>
</tr>
<tr>
<td>(Unless special circumstances warrant a larger vehicle employees (ie. 3 or more employees) or if an upgrade is provided at no additional cost)</td>
<td></td>
</tr>
<tr>
<td>Vehicles excluded by insurance policy</td>
<td>Pick-up trucks</td>
</tr>
<tr>
<td></td>
<td>Cars over $85,000 in value</td>
</tr>
<tr>
<td></td>
<td>SUV’s (Lincoln’s and Yukon’s)</td>
</tr>
<tr>
<td></td>
<td>Exotic cars</td>
</tr>
<tr>
<td>Information required</td>
<td>Your name and any other potential drivers</td>
</tr>
<tr>
<td>In addition - Include Royal Canadian Mint name on rental form</td>
<td></td>
</tr>
<tr>
<td>Approvals required</td>
<td>Divisional VP (or President and CEO if a VP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance requirements</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision insurance (damage to the car rental)</td>
<td>Waive CDW (collision)</td>
</tr>
<tr>
<td>Covered by Amex card or RCM policy</td>
<td></td>
</tr>
<tr>
<td>Liability Insurance (damage or injury to others)</td>
<td>Covered by RCM insurance policy</td>
</tr>
<tr>
<td>If Collision or Liability insurance is required by law</td>
<td>Purchase insurance at rental agency at the highest deductible offered</td>
</tr>
<tr>
<td>Countries where insurance is required by law at rental agency (these change periodically)</td>
<td>Australia, Costa Rica, Ireland, Italy, New Zealand</td>
</tr>
</tbody>
</table>

**In case of an accident with a rental vehicle - Action required**

- Call authorities and seek medical attention, if required
- Get information from other party including License #, registration, names and witnesses
- Get copy of Police report, if available
- Call Insurance xxx (CAN/USA) / xxx collect within 48 hours
- If rented with Amex card - open file # with Royal & Sun Alliance (the insurance company)
- Provide insurer with necessary documentation and follow-up
- Advise rental agency of open insurance claim file #
- Advise RCM Treasury/Risk Management in the event of injury to a third party or yourself and if car rental was paid with a personal credit card xxx

**In case of theft of property inside a rental vehicle - Action required**

- All thefts
- Get a copy of the Police report
- Personal property
- Contact your personal insurance company
- RCM property
- Contact RCM Treasury & Risk Management xxx

**IMPORTANT PHONE NUMBERS**

<table>
<thead>
<tr>
<th>RCM Treasury and Risk Management department</th>
<th>xxx</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>xxx</td>
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</table>

<table>
<thead>
<tr>
<th>American Express</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>CAN/USA xxx; outside of CAN/USA xxx collect</td>
</tr>
<tr>
<td>Emergency Travel Assistance</td>
<td>CAN/USA xxx; outside of CAN/USA xxx collect</td>
</tr>
<tr>
<td>Emergency Card Replacement</td>
<td>CAN/USA xxx; outside of CAN/USA xxx collect</td>
</tr>
</tbody>
</table>
Annex 1E: Travel Expense Reporting: Filing Procedures and Requirements

1. Presentation:
   a. Claims for reimbursement of travel expenses must be made using the Royal Canadian Mint Travel Expense Claim form. The form can be found within the Travel & Hospitality section on Veritas.
   b. Instructions for completing the form are contained within the Travel Expense Claim Form file / Excel workbook.
   c. All original itemized expense receipts must accompany the claim form and must be attached to an 8-1/2 x 11 inch sheet of paper.
   d. Itemized receipts, where required, for meals consumed outside North America must be labeled to indicate the type of meal for which reimbursement is requested, i.e. breakfast, lunch, or dinner.
   e. Itemized expense receipts should be presented in chronological order.
   f. The claim form must be signed by the claimant or approved designate of the claimant before submission.

2. Supporting Documentation:
   a. All travel expenses other than meal allowances and incidentals must be supported by original itemized receipts. For airfares, only e-invoices (no e-tickets) will be accepted. Credit card receipts will not be accepted as original receipts.
   b. Expenses denominated in a foreign currency will be paid or reimbursed upon presentation of documented proof of the exchange rate. Acceptable proof may include a receipt from a foreign exchange vendor for currency actually exchanged or a photocopy of the credit card bill containing the foreign exchange rate applied. If documentation is not provided, reimbursement will be made using the Bank of Canada exchange rate for the month.
   c. In cases where documentation may be missing or incomplete, the employee must certify, in writing, that the expense is valid for reimbursement.
   d. Travel expense claims that are not accompanied by the required supporting documentation or approvals will be returned to the employee for completion before being processed for payment.

3. Authorizations and Approvals:
   a. All travel expense claims must indicate a valid Travel Authority (TA) number. Travel Authority forms must be completed, approved and submitted to Finance prior to any travel taking place. This is to ensure that adequate insurance coverage is in place while an employee is on travel status.
b. When specific pre-authorization or approval is not required but there is a reasonable expectation that the requirement or amounts may be challenged, it is recommended that the employee consult with their manager and obtain authorization in advance and include evidence of this authorization along with their request for reimbursement.

c. Corporate Amex cards are to be used for business expenses only.

d. From time to time, additional directives and instructions for the approval and/or reimbursement of travel expenses may come into force. Employees and management are expected to understand and to comply with these requirements.

4. **Timelines:**

   a. Completed travel expense reimbursement claims and/or supplier invoices must be submitted to Accounts Payable within 30 days of completion of the travel.
Annex 1F - General Travel Safety Tips

The following suggestions will provide a more safe and pleasurable trip for travellers:

Air Travel
- Plan to arrive at the airport at least one hour before domestic flights and two hours before international flights. Some airlines and/or destinations may suggest more time. It is advisable to check beforehand.
- To avoid having to stand in line, print-off boarding passes ahead of time.
- Do not leave luggage unattended or with someone you do not know.
- Never agree to carry anything on board or in your luggage for someone else.
- Put your name and company address on your luggage. For added security, use tags that conceal your name and address.
- Remove all old destination tags to avoid misdirection by baggage handlers.
- Carry all medication, important business papers, some toiletries and a change of clothing in carry-on luggage in case the checked luggage is misplaced.

Upon Arrival at your Destination
- Leave the airport as soon as possible after deplaning. Disturbances are more likely to occur in public airport lobbies.
- Beware of people claiming to be cab drivers in unmarked cars. Use licensed taxi or limousine services only.
- If renting a car, get maps in advance or from the car rental counter and clearly write out the directions from the airport to the hotel. Stop to ask for directions only in well-lit public areas. Keep the phone number of your destination with you.
- If unfamiliar with the local language, carry a card with the hotel’s name and address. This can be shown to a cab driver or police officer should you become lost.
- In developing countries, try to reserve rooms on the third through the sixth floor of the hotel. Disturbances and burglaries are most likely to occur on the ground and second story levels. In some countries, fire rescue equipment does not reach above the sixth floor.
- Do not leave a sign on the hotel room door for maid service as it announces an empty room for would-be thieves.
- Be sure to carry your credit/charge card company’s telephone number in case the card is lost or stolen. Always report losses immediately.
- Keep your passport safe and accessible.

Hotel Fire Safety Tips
- While major hotels are equipped with smoke alarms, sprinkler systems and emergency evacuation instructions, fire safety awareness will increase a traveller’s chance of survival in the unlikely event of a hotel fire.

When staying at a hotel...
- Check fire exits. Find the two nearest exits to your room and count the doorways so you can feel your way in the dark and smoke.
- Place your key on the nightstand and your shoes by the bed so you can find them easily.

In case of fire or smoke...

- Put on your shoes, grab your room key and head for the door. If there’s any smoke in your room, get on your hands and knees and crawl. The fresh air you need to survive is near the floor.
- Feel the door and the knob. If they are cool open the door and check the hall. If they are hot, do not open the door. Stay in your room and fight the fire.
- If the hallway is clear, close the door behind you and walk to the nearest exit. Never take an elevator in case of fire! Keep your room key with you in case the hallway becomes blocked and you need to return to your room.
- If the hall has smoke in it, close the door and crawl to the nearest exit. Stay against the wall so that you can count the doorways.
- When walking down the stairwell, hold the handrail to keep your balance.

If you must stay in your room to fight the fire...

- Open your window to vent smoke. If your window doesn’t open, do not break it unless absolutely necessary. You may have to close it later if smoke is outside. Never jump from the third floor or above, chances are good that you won’t survive the fall.
- Call the desk to tell them you’re in your room. Hang a sheet out the window to signal firemen.
- Fill the tub with water and turn on the bathroom vent fan.
- Wet some sheets or towels and stuff cracks of your door to keep out smoke. Use your ice bucket to bail water on the door. If the walls are hot, bail water on them. Keep everything wet.
- If there is a fire outside, get everything combustible away from the window.
- A wet towel tied around your nose and mouth is an effective filter if you fold it in a triangle and put the bottom corner in your mouth.
- Don’t panic! Keep fighting the fire until rescue arrives.
Annex 1G: Corporate Travel, Hospitality, Conference and Event Policy

Interpretation Bulletins

The following Interpretation Bulletins serve as general guidelines and procedures to supplement the Corporate Travel, Hospitality, Conference and Event Policy (#51). In the event there is a discrepancy between the Policy and Interpretation Bulletin, the Policy shall govern.

Any questions, concerns or suggestions regarding the Interpretation Bulletins may be directed to the Treasury & Risk Management Department.

**Listing**

<table>
<thead>
<tr>
<th>Bulletin Number</th>
<th>Policy Section Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCM ITB 051-001</td>
<td>14.3: Combining Personal and Business Travel</td>
</tr>
<tr>
<td>RCM ITB 051-002</td>
<td>22.2: Car Travel – Privately Owned Vehicle</td>
</tr>
</tbody>
</table>
Corporate Travel, Hospitality, Conference and Event Policy
Interpretation Bulletin

Bulletin Number: RCM ITB 051-001

Date Issued: January 31, 2007

Policy Section Reference: 14.3 Combining Personal and Business Travel

Policy Text: Employees may take personal/vacation leave while travelling on RCM business provided they obtain special pre-authorization from their Vice-President. The Vice-President should ensure that the travel expenses paid by RCM are no greater than what it would be if the employee did not take the personal/vacation leave.

Interpretation: If pre-authorized by the traveller’s Vice-President, the traveller may combine personal and business travel. The traveller must ensure that any travel expense claimed pertain solely to business travel; expenses related to personal travel may not be claimed with the possible exception of airfare.

Employee needs to be able to demonstrate airfare cost is not higher than the fare for business travel only. If it is higher, the employee would pay the difference themselves.

It is imperative that the employee schedules the personal travel to provide for an adequate rest period prior to conducting RCM business.

Special Requirements:

1. Obtain from American Express Travel, price quotes representing the business travel itinerary for the class of airfare the traveller would need to satisfy the business requirements.

2. Obtain from American Express Travel, a price quote representing the proposed combined business and personal travel itinerary.

3. Clearly highlight in your travel authority form (as an attachment) the two airfare options for your Vice-President.

4. Obtain your Vice-President’s pre-authorization on the Authority to Travel and Advance form, allowing you to combine the business and personal travel.

5. Make your flight booking with Amex based on approvals provided.

6. Include the above documents and approvals in your expense claim.
Corporate Travel, Hospitality, Conference and Event Policy

Interpretation Bulletin

Bulletin Number: RCM ITB 051-002
Date Issued: January 31, 2007
Policy Section Reference: 22.2 Car Travel – Private Owned Vehicle

Policy Text:
Employees using a private vehicle must ensure that the vehicle carries a minimum insurance coverage of $1,000,000 for public liability and property damage. Employees, for their own protection, should confirm with their automobile insurers that occasional business use is covered.

Interpretation:
Employees using their private vehicle must ensure that the vehicle carries a minimum insurance coverage of $1,000,000 for public liability and property damage. The manager should ensure the employee has such coverage prior to authorizing the use of a personal vehicle for RCM travel or business requirements.

It is recommended that managers advise their employees to confirm with their automobile insurers that occasional business use is covered under their personal insurance policies.

Risk of loss

It is understood that the use of a private vehicle for travel on RCM business, either on an occasional or continual basis, is at the owner's risk for any damages or losses to the vehicle.

RCM will not reimburse expenses or losses incurred as a result of mechanical failure, road hazards, traffic or parking violations or accidents.

Personal injury

In the event an employee is injured while travelling on Mint related business using a privately owned, rented, public or hired vehicle, the employee is entitled to the same benefits as if the employee was injured on site, providing the travel was during the normal course of employment.

A claim and investigation report would be filled in accordance with the appropriate Provincial laws as applicable, for processing and benefits determination.

Answers to Frequently Asked Questions:
Q - If I drive my car into work every day, am I entitled to kilometre allowance?
A - No, employees are not entitled to allowances for getting themselves into work every day on a normal basis.

-----

Q - If am asked to do RCM business during working hours off-site, can I use my car?

A - An employee can use a private vehicle provided they have prior written approval to do so from their manager, who has determined that it is the most economical and practical means of transportation.

-----

Q - If I use my car, how much will they pay me for its use?

A - An employee is entitled to the kilometre allowance as per Annex 1C of this policy.

-----

Q - If I get into an accident using my car on RCM business, does RCM cover me for the damages to the car?

A - No, the use of your personal vehicle is at your complete risk. RCM will not pay you for costs, fines, repairs, deductibles, etc. as a result of your accident. They should be recovered through your personal insurance policy.

-----

Q - What if I get hurt in an accident using my own car?

A - You are entitled to the same benefits that you would have if you had been injured on the job at RCM, providing you are injured during the normal course of employment and you are using your vehicle for Mint business and it has been pre-authorized.

-----

Q - Do I need to get approval before using my car, or can I just claim for it after?

A - You will require prior written approval from your manager (memo or e-mail or Authority to Travel and Advance form) before using a private vehicle for RCM related business. In addition, you will be asked to verify that you have sufficient private insurance ($1,000,000 liability) before being allowed to use your vehicle for RCM business.
Annex 1H: Traveller Profile

All RCM employees must have a Traveller Profile on file with American Express before any travel is booked. It is imperative that the Traveller Profile be completed with as much information as possible to ensure proper ticketing. The traveller is responsible for updating their Traveller Profile as may be required.

The procedure to create a Traveller Profile is as follows:

Access American Express Online Self Registration Page

Registration is Easy

1. xxx
2. xxx
3. xxx
4. xxx
5. xxx
6. xxx
7. xxx
8. xxx

For future access, bookmark or save this URL as a favourite.

Complete your Profile!

1. xxx
2. xxx

Your Traveller Profile is now completed. You may proceed with booking your travel.

Set-Up for Travel Arrangers

If you have a travel arranger preparing your travel requirements, please also complete the section below, giving them permission to arrange travel on your Traveller Profile:

Add a Travel Arranger to your Profile

- Click Add an Assistant to add an assistant or arranger to your profile.
- Enter the family name of the Travel Arranger for whom you want to authorize to book travel on your behalf in the Search Criteria
- Click Search to return a list of results; multiple matches may be returned. Note that your assistant must have an existing profile in AXO to display in the search.
- Select a person, then place a check in the Can book travel for me box. Each traveller can have one primary assistant. The primary assistant's name and work phone number become part of
the traveller's offline profile. Only users with a work telephone number in their profile can be selected as primary assistants.

- Save the information; that person will now be able to select your name when he or she logs in to AXO. You can update or edit the arranger at any time.

Upon completion, click on the “Save” button to store your information.

*This person may now book travel arrangements on your behalf, either online or by phone.*
SECTION 2: SPECIFIC REQUIREMENTS FOR HOSPITALITY

42. Introduction

42.1. The provision of hospitality is often necessary to support the conduct of the RCM’s business and to deliver on its core mandate and operational activities, objectives and priorities. All RCM employees and members of the Board of Directors are responsible for exercising rigorous management of hospitality, including taking measures to minimize and/or avoid costs. Decisions to offer hospitality must be carefully considered and demonstrate the necessity based on courtesy, diplomacy, protocol or to facilitate the achievement of RCM’s business.

43. Planning

43.1. In the planning of hospitality expenditures the following limitations or exclusions are applied:

43.2. The provision of food and beverages is acceptable in accordance with the standard and maximum per person cost limits in Annex 2A. These limits are based on the allowances set out in the National Joint Council Travel Directive and reflect per person hospitality costs provided per meal type over the course of a single day and per serving for refreshments.

   a. The Standard Cost per Person is the expected meal cost per person to be applied in normal circumstances, particularly for events involving RCM employees and/or members of the Board of Directors only, and are approved by the appropriate delegated authority;

   b. A cost per person exceeding the Standard Cost and up to the Maximum Cost per person is to be applied in exceptional circumstances, justified by the type of event, the status and nature of participants and for reasons of courtesy, diplomacy and/or protocol. The Vice President is the approval authority for these proposed hospitality costs;

   c. Planned costs exceeding the maximum cost per person require approval by the President and CEO (based on delegation from Chair of the Board of Directors) or Vice-President, Finance & Administration and CFO; and

   d. The Standard Cost and Maximum Cost are inclusive of taxes and gratuities.

43.3. The standard for hospitality is the provision of non-alcoholic beverages. The provision of alcoholic beverages is only permitted in circumstances where it relates to direct delivery of the RCM’s core mandate and operational activities or is a matter of courtesy, diplomacy or protocol involving non-RCM employees in RCM
events. Employees or members of the Board of Directors acting as host are expected to use sound business sense and discretion when extending such hospitality.

43.4. Alcoholic beverages will not be provided as hospitality at events involving only RCM employees and/or members of the Board of Directors (i.e. Internal Hospitality). In these situations, if alcoholic beverages are available for consumption, the employee and/or member of the Board of Directors is entirely responsible for the cost, provided that the consumption is permitted under the RCM’s Drug and Alcohol Policy.

43.5. The provision of bottled water or water coolers to RCM employees and/or members of the Board of Directors is not part of hospitality.

43.6. In some circumstances, the offering to non-RCM employees of tickets to the theatre or sporting events, tours of local areas or other places of interest, and other similar entertainment activities as well as other reasonable measures deemed appropriate for reasons of courtesy, diplomacy or protocol as part of a RCM event, may be made, up to a maximum value of $150 per guest. RCM employees and/or members of the Board of Directors who are required to accompany non-RCM employees can similarly partake in the entertainment activities.

43.7. Local transportation to and from the event or activity is not considered as part of hospitality except in special circumstances involving non-public servants for reasons of courtesy, diplomacy or protocol.

43.8. Facility rental and associated costs such as audio/video equipment and technical support or translation services are not considered as part of hospitality except in special circumstances for reasons of courtesy, diplomacy or protocol (e.g. in circumstances where the costs are directly and inherently for hospitality purposes, such as the rental of a room to be used only for hosting a lunch). These costs, however, do form part of approvals of events under this policy.

43.9. RCM employees and/or members of the Board of Directors can be provided hospitality only in situations where:

a. RCM employees and/or members of the Board of Directors are required to participate in operational meetings, business meetings, RCM Townhall or similar corporate wide meetings, training or events that extend beyond normal working hours. This includes situations where:
   a. there are no nearby or appropriate facilities to obtain refreshments or meals; or
   b. where staff dispersal is not effective or efficient.
b. RCM employees and/or members of the Board of Directors are required to be part of an event, or to participate in a RCM hosted conference, which includes participants who are non-RCM employees and for whom hospitality will be provided as a matter of courtesy, diplomacy, protocol or to facilitate the achievement of the RCM’s business.

43.10. Hospitality including any of the following elements, is only provided to non-RCM employees and the minimum required number of RCM employees and/or members of the Board of Directors for reason of courtesy, diplomacy or protocol:

a. Alcoholic beverages;
b. Entertainment activities;
c. Local transportation to and from an event or activity; and
d. Facility rental and associated items which are directly and inherently for hospitality purposes.

44. **Hospitality Authorizations**

44.1. President and CEO or Vice-President, Finance & Administration and CFO approval (based on delegation from Chair of the Board of Directors) is required when the following hospitality components are present:

a. Total hospitality costs associated with an event exceed $5,000; or
b. Alcoholic beverages will be provided; or
c. Food and beverages costs exceed the Maximum Cost per person; or
d. Entertainment will be provided; or
e. Hospitality or entertainment will be provided to a spouse or to a person accompanying an event participant; or
f. Hospitality paid by the RCM will be extended at the residence of a RCM employee or member of the Board of Directors.
44.2. In situations where Chair of the Board of Directors approval is required and this individual is participating at the hospitality event, the President and CEO would have approval authority.

44.3. In situations where the President and CEO approval is required and this individual is participating at the hospitality event, the Chief Financial Officer would have approval authority.

44.4. In situations where the Chair of the Board of Directors, President and CEO and Chief Financial Officer are participating at the hospitality event, the Chair of the Board of Directors would have approval authority.

44.5. In situations where VP approval is required and this individual is participating at the hospitality event, the President and CEO would have approval authority.

44.6. All hospitality must be pre-approved using the Travel, Hospitality, Conference and Event Expenditure Approval Form (see Annex 2D). Additional pre-approval is required if the final cost is anticipated to exceed the expected cost originally pre-approved.

44.7. All blanket hospitality must be pre-approved by either the President and CEO or Vice-President, Finance & Administration and CFO approval (based on delegation from Chair of the Board of Directors) using the Blanket Hospitality Authority (BHA) Form (see Annex 2E).

44.7.1. BHA are approved for use within a particular fiscal year;

44.7.2. Supported by sound rationale and proper oversight, accountabilities and controls including quarterly reporting of expenditures, after the fact, to the Vice-President, Finance and Administration and CFO; and

44.7.3. Any exceptions to the blanket hospitality authority (BHA) parameters shall require that the hospitality expenditure be re-approved, if possible, prior to its occurrence.

45. **Responsibilities**

45.1. The President and CEO shall approve the procedures and guidelines as set out within this policy. Exceptions to this policy will require the approval of the President and CEO. Furthermore, the President and CEO may, when desired and/or required, issue directives within the scope of the Corporate Travel, Hospitality, Conference and Event Policy.

45.2. The Vice-President, Finance & Administration and CFO is authorized to pre-approve all exceptions to hospitality expenditures and/or approve all exceptions to
hospitality expense claims (based on delegation from Chair of the Board of Directors).

45.3. Vice-Presidents, Executive Managing Directors, Managing Directors, Senior Directors, and Directors are responsible for:

45.3.1. Ensuring that hospitality expenditures are reasonable and appropriate and that they support the business objectives and priorities of the RCM;

45.3.2. Reviewing employee hospitality expense claims to ensure consistency with this Policy, guidelines and procedures and, as appropriate, approving employee hospitality expense claims for reimbursement; and

45.3.3. Ensuring employees are familiar with this Policy, guidelines and procedures.

45.4. Employees extending hospitality on behalf of the RCM shall be responsible for the following:

45.4.1. Being familiar and complying with this policy, guidelines and procedures;

45.4.2. Consulting with management and obtaining pre-approvals or authorizations, when necessary;

45.4.3. Completing and submitting hospitality-related expense claims and/or supplier invoices with the necessary supporting documentation within 30 days of the event.

45.5. Employees receiving hospitality is responsible for ensuring they do not seek reimbursement for equivalent meals or refreshments as a part of a travel claim or other expense claim.

46. **Hospitality Claims**
46.1. Guidelines and requirements for a request for reimbursement or payment of hospitality expenses can be found in Annex 2C “Hospitality Expense Reporting: Filing Procedures and Requirements”.

46.2. When several employees and/or guests participate in a hospitality function together, the name of each person and the purpose of the event must be included in the Hospitality Expense claim or supplier invoice.

46.3. The most senior employee in attendance at the event, up to the President and CEO level, is not required to pay. However, in order to avoid any conflict of interest, the Hospitality Expense claim or supplier invoice can only be approved by someone who was not in attendance at the event, subject to the Approval Authority and Cost Matrix outlined in Annex 2B and the guidelines for Authorization and Approvals outlined in Annex 2C. In the event the President and CEO is the most senior employee attending, then the Hospitality Expense claim or supplier invoice must be approved by the Vice-President, Finance & Administration and CFO. In the event the Vice-President is the most senior employee attending, then the Hospitality Expense claim or supplier invoice must be approved by the Vice-President, Finance & Administration and CFO or President and CEO. In the event the President and CEO and Vice-President, Finance & Administration and CFO both attended the event, then the President and CEO and Vice-President, Finance & Administration and CFO must jointly approve the Hospitality Expense claim or supplier invoice.

46.4. Hospitality extended to employees or non-employees in private residences must be authorized by the President and CEO or Vice-President, Finance & Administration and CFO in advance of the event and will be reimbursed based on actual and reasonable expenditures supported by original receipts.

46.5. Hospitality expenses are paid or reimbursed based on original itemized receipts.

46.6. The levels of approval authority required for hospitality functions are set out in Annex 2B “Approval Authority and Cost Matrix”.
Annex 2A: Standard and Maximum Food and Beverage Cost Per Person

<table>
<thead>
<tr>
<th>Form of Hospitality</th>
<th>Standard Cost Per Person*</th>
<th>Maximum Cost Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>1.5 X (multiplied by) breakfast allowance</td>
<td>1.5 X (multiplied by) Standard Cost Per Person</td>
</tr>
<tr>
<td>Lunch</td>
<td>2.0 X (multiplied by) lunch allowance</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>1.75 X (multiplied by) dinner allowance</td>
<td></td>
</tr>
<tr>
<td>Reception</td>
<td>2.0 X (multiplied by) breakfast allowance</td>
<td></td>
</tr>
<tr>
<td>Refreshments</td>
<td>0.5 X (multiplied by) breakfast allowance</td>
<td></td>
</tr>
</tbody>
</table>

*The allowance per person is outlined in Annex 1C of this policy.

The Standard Cost Per Person shall apply to both Internal and External Hospitality.

The Maximum Cost Per Person shall only apply to External Hospitality.

Alcoholic beverages offered as part of external hospitality are expected to be reasonable given the rank or status of the attendees involved. Employees acting as hosts are expected to use sound business sense and discretion when extending such external hospitality.

RCM will not pay for alcoholic beverages as part of internal hospitality. If alcoholic beverages are available for consumption, the employee is entirely responsible for the cost, provided that the consumption is permitted under the RCM’s Drug and Alcohol Policy.

RCM employees and/or members of the Board of Directors can be provided hospitality only in situations where they are required to participate in RCM operational meetings,
business meetings, RCM Townhall or similar corporate wide meetings, training or events that extend beyond normal working hours. This includes situations where there are no nearby or appropriate facilities to obtain refreshments or meals and/or where staff dispersal is not effective or efficient. Furthermore, it includes situations where employees and/or members of the Board of Directors are required to be part of an event, or to participate in a RCM hosted conference, which includes participants who are non-RCM employees and for whom hospitality will be provided as a matter of courtesy, diplomacy, protocol or to facilitate the achievement of the RCM’s business.
### Annex 2B: Approval Authority and Cost Matrix

<table>
<thead>
<tr>
<th>Function</th>
<th>President &amp; CEO or CFO</th>
<th>Vice Presidents</th>
<th>Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>External and internal hospitality:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. over $5,000; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. alcoholic beverages will be provided; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. costs are in excess of Maximum Cost Per Person; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. entertainment will be provided; or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. hospitality or entertainment will be provided to a spouse or to a person accompanying an event participant; or</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. hospitality at employee’s or member of the Board of Director’s private residence.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External and internal hospitality up to $5,000, if within Maximum Cost Per Person</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>External and internal hospitality up to $1.5K, if within Standard Cost Per Person</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special forms of hospitality</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Blanket Hospitality Authority</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Exceptions to Corporate Travel, Hospitality, Conference and Event Policy** | Either CEO or CFO for hospitality items  
CEO only for travel, conference and/or event items |
Annex 2C: Hospitality Expense Reporting: Filing Procedures and Requirements

1. **Presentation:**

   a. Claims for reimbursement of hospitality expenses must be made using the Royal Canadian Mint General Expense Claim form. The form can be found online on the Travel and Hospitality page (xxx) of Veritas.

   b. Instructions for completing the form are contained within the General Expense Claim Form file / Excel workbook.

   c. All original expense receipts must accompany the claim form and must be attached to an 8-1/2 x 11 inch sheet of paper.

   d. Expense receipts should be presented in chronological order.

   e. The claim form must be signed by the claimant or approved designate of the claimant before submission.

2. **Supporting Documentation:**

   a. All hospitality expense reimbursements are based on actual expenses supported by original itemized receipts that include the cost, location, date and form of the hospitality.

   b. Each receipt must be accompanied by a list of attendees (name and company) and a short note regarding the purpose for or circumstances under which hospitality was extended.

   c. External hospitality costs in foreign currency will be paid or reimbursed upon presentation of documented proof of the exchange rate. Acceptable proof may include a receipt from a foreign exchange vendor for currency actually exchanged or a photocopy of the credit card bill containing the foreign exchange rate applied. If documentation is not provided, reimbursement will be made using the Bank of Canada exchange rate for the month.

   d. In cases where documentation may be missing or incomplete, the employee must certify, in writing, that the expense is valid for reimbursement.

   e. Hospitality expense claims that are not accompanied by the required supporting documentation or approvals will be returned to the employee for completion before being processed for payment.
3. **Authorizations and Approvals:**

   a. The reimbursable amount for internal or external hospitality is up to a maximum recommended per person allowable limit as outlined in Annex 2A, above. Any exceptions need to be approved by the President and CEO.

   b. Approval authorities for expenditures for external and internal hospitality are outlined in Annex 2B, above.

   c. When specific pre-authorization or pre-approval is not required but there is a reasonable expectation that the requirement or amounts may be challenged, it is recommended that the employee consult with their manager and obtain authorization in advance and include evidence of this authorization along with their request for reimbursement.

   d. It is expected that the most senior employee (up to the Vice-President level) in attendance at the event will submit the Hospitality Expense claim or supplier invoice. But in circumstances where this is not practical, (for example, but not limited to, during a group function), hospitality may be paid and claimed by a single employee. In this case, approval of the supervisor (up to the Vice-President level) of the most senior employee not attending the event must be obtained. In the event the Vice-President is the most senior employee attending, then the claim or invoice must be approved by either the CFO or President and CEO.

4. **Timelines:**

   a. Completed hospitality expense reimbursement claims and/or supplier invoices must be submitted to Accounts Payable within 30 days of the event.
Annex 2D: Travel, Hospitality, Conference and Event Expenditure Approval Form

Travel, Hospitality, Conference and Event Expenditure Approval Form

In accordance with the RCM Corporate Travel, Hospitality, Conference and Event Policy # 51, Section 2, 3 and 4, all hospitality, conference and event expenditures must be pre-approved, regardless of whether travel is required or not. This form must be completed in its entirety and submitted to the appropriate authorities for review and approval before any such expenditures can be made. The original completed and properly signed form is to be forwarded to Finance.

Per the policy, the following definitions apply:

**Business Meetings** – meetings conducted to advance RCM objectives or operations, including RCM working sessions, work planning meetings, advisory and corporate management committees and staff retreats. Business meetings may or may not involve non-RCM employees. Typically, meetings that take place as part of sound management and governance of the RCM are considered business meetings.

**Conferences** – are events and refer to a congress, convention, seminar, symposium or other formal gathering, which are usually organized by a third party external to government, where participants debate or are informed of the status of a discipline (e.g. economics, management, technology). Guest speakers are often part of such conferences that involve RCM employees, Members of the Board of Directors, and non-RCM employees. Retreats, work planning meetings and training seminars or courses that provide training are not considered as conferences.

**Entertainment** – includes, but is not limited to tickets to musical, theatre, sporting or similar events, tours of local or other places of interest, and other similar activities for reasons of courtesy, diplomacy and protocol.

**Events** – involve gatherings of individuals (RCM employees and/or Members of the Board of Directors and/or non-RCM employees) engaged in activities other than operational activities of the RCM. Examples of events include, but are not limited to: management and staff retreats; participation in conferences; awards and recognition ceremonies; and departmental celebrations.

**Hospitality** – consists of the provision of meals, beverages or refreshments to non-RCM employees in events which are necessary for the effective conduct of RCM business and for courtesy, diplomacy or protocol purposes. In some circumstances and within restrictions defined in this policy, hospitality can also be provided to RCM employees and Members of the Board of Directors. In situations involving non-RCM employees, it may also include entertainment, local transportation to and from events as well as other reasonable measures deemed appropriate for reasons of direct service delivery of the RCM mandate or for reasons of courtesy, diplomacy or protocol. Hospitality does not include expenditures for employees or individuals on travel status; local transportation to and from events or activities for employees; rental of facilities and associated costs; and bottled water or water coolers provided to RCM employees or Members of the Board of Directors on an ongoing basis above and beyond an event as defined in this policy.
**Reception** – an extended period between when attendees arrive and when the meal is served, these might also serve the purpose of sustaining attendees during the wait before a meal. Reception food may also be served with no main meal afterward if circumstances dictate.

**Refreshments** – include beverages or food (e.g. light snacks) or both, that do not constitute a normal meal but are served between meals.
Conferences – are events and refer to a congress, convention, seminar, symposium or other formal gathering, which are usually organized by a third party external to government, where participants debate or are informed of the status of a discipline (e.g. economics, management, technology).

Entertainment – includes, but is not limited to tickets to musical, theatre, sporting or similar events, tours of local or other places of interest, and other similar activities for reasons of courtesy, diplomacy and protocol.

Events – involve gatherings of individuals (RCM employees and/or Members of the Board of Directors and/or non-RCM employees) engaged in activities other than operational activities of the RCM. Examples of events include, but are not limited to; management and staff retreats, participation in conferences, awards and recognition ceremonies, and departmental celebrations.

Hospitality –
consists of the provision of meals, beverages or refreshments to non-RCM employees in events which are necessary for the effective conduct of RCM business and for courtesy, diplomacy or protocol purposes. In some circumstances and within restrictions defined in this policy, hospitality can also be provided to RCM employees and Members of the Board of Directors. In situations involving non-RCM employees, it may also include entertainment, local transportation to and from events as well as other reasonable measures deemed appropriate for reasons of direct service delivery of the RCM mandate or for reasons of courtesy, diplomacy or protocol. Hospitality does not include expenditures for employees or individuals on travel status, local transportation to and from events or activities for employees, rental of facilities and associated costs; and bottled water or water coolers provided to RCM employees or Members of the Board of Directors on an ongoing basis above and beyond an event as defined in this policy.
In accordance with the RCM Corporate Travel, Hospitality, Conference and Event Policy # 51, Section 2, 3 and 4, all hospitality, conference and event expenditures must be pre-approved, regardless of whether travel is required or not. This form must be completed in its entirety and submitted to the appropriate authorities for review and approval before any such expenditures can be made. The original completed and properly signed form is to be forwarded to Finance.

### Part A - Hospitality, Conference, Event and Group Travel Overview

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Requestor Name</td>
<td></td>
</tr>
<tr>
<td>2. Name of Hospitality, Conference, Event or Assignment *</td>
<td>3. Location *</td>
</tr>
<tr>
<td>4. Start/End Date *</td>
<td>5. Cost Centre *</td>
</tr>
<tr>
<td></td>
<td>Insert Cost Centre</td>
</tr>
<tr>
<td>6. Description of Hospitality, Conference, Event or Assignment *</td>
<td></td>
</tr>
<tr>
<td>7. Objective to be Accomplished *</td>
<td></td>
</tr>
<tr>
<td>8. Other Comments</td>
<td></td>
</tr>
</tbody>
</table>
Policy # 51 – Corporate Travel, Hospitality, Conference and Event Policy

### Part B - RCM Attendees & Rationale

<table>
<thead>
<tr>
<th>RCM Attendee Name</th>
<th>Title</th>
<th>Rationale for Participating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total RCM Attendees: 1

### Part C - RCM Hosted Guests (where applicable)

<table>
<thead>
<tr>
<th>Guest or Company Name</th>
<th>Number of Guests</th>
<th>Nature of Business Relationship with RCM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Guests: 0

### Part D - Hospitality Calculator

**Is Alcohol being served?**
- Yes [ ]
- No [ ]

**Is entertainment being provided?**
- Yes [ ]
- No [ ]

**Will hospitality or entertainment be provided to a spouse or a person accompanying an event participant?**
- Yes [ ]
- No [ ]

**Will hospitality be extended at the residence of an RCM employee or member of the Board of Directors?**
- Yes [ ]
- No [ ]

Please indicate if your food and beverage costs exceed the maximum cost per person as per the Cost Matrix in the Travel, Hospitality, Conference & Event Policy #51.

- Yes (please add rationale) [ ]
- No [ ]

#### Standard Cost Per Person Matrix

<table>
<thead>
<tr>
<th>Hospitality</th>
<th>Rate (PP)</th>
<th>Standard No. of Hospitality</th>
<th>Standard Cost (PP)</th>
<th>Maximum No. of Hospitality</th>
<th>Maximum Cost (PP)</th>
<th>CAD Equivalent (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Reception</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Refreshments</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total Meals**: 0.00

**Note:**
- The Standard Cost Per Person shall apply to both Internal and External Hospitality.
- The Maximum Cost Per Person shall apply to External Hospitality.
- The Standard Cost and Maximum Cost are inclusive of taxes and gratuities.

Insert Hospitality Country
### Part E - Estimated Costs

<table>
<thead>
<tr>
<th>Expense</th>
<th>Estimated Total Cost of Expenses (Canadian Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
</tr>
<tr>
<td>Other Travel</td>
<td></td>
</tr>
<tr>
<td>Accomodation</td>
<td></td>
</tr>
<tr>
<td>Per Diem and Incidentals</td>
<td></td>
</tr>
<tr>
<td>Conference Fees</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Rental</td>
<td></td>
</tr>
<tr>
<td>Booth Rental</td>
<td></td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
</tr>
<tr>
<td>Audio Visual Equipment Rental</td>
<td></td>
</tr>
<tr>
<td>Other Professional Services</td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Grand Total: 0.00
Estimated Contingency: 0.00

- Insert Other Expense
Policy # 51 – Corporate Travel, Hospitality, Conference and Event Policy
Annex 2E: Blanket Hospitality Authority Form

Blanket Internal Staff Hospitality & Event Expenditure

This blanket hospitality Policy authorizes the named employee to travel "In-Canada" on an event related to Corporate Travel, Hospitality, Conferences and Event Policy. The Policy is intended to promote the effective conduct of corporate business activities within the company. It allows for the extension of corporate hospitality activities and/or events to employees who are in the course of conducting business activities.

Internal Hospitality Policy

In accordance with the RCI Corporate Travel, Hospitality, Conferences and Event Policy (Ref. Section 7.1.2.1.4), all hospitality, conference and event expenditures must be pre-approved and accounted for, regardless of whether travel is required or not. The pre-approved forms must be submitted to the appropriate department head for review and approval before any such expenditures can be made. Original signed forms should be forwarded to the Accounts Payable Department.

Budgeting & Reporting Requirements

To complete this form, you agree to the following:

- Agree to create a blanket hospitality budget for departmental travel needs.
- Agree to complete the "Recap Report" and provide the report quarterly within 30 days of the quarter end.
- The recap report will be provided to the appropriate department head.

Should at any time during the fiscal year any of the listed amounts or details not fall within the authorized parameters of the blanket hospitality policy, then individual authorizations must be sought and pre-approved in accordance with the Travel, Hospitality, Conference and Event Policy (Ref. Section 7.1.2.1.4).

PART A – Hospitality Details and Overview

<table>
<thead>
<tr>
<th>BCM Employee Name</th>
<th>Title/Department/Division</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost Centre: [Cost Centre]

Fiscal Year: [Fiscal Year]

Start Date: [Start Date]

End Date: [End Date]

Internal Hospitality Overview:

1. Full Team Meetings: maximum $150 per person, approved by [VP].
2. Other Team Meetings: as appropriate.
3. Internal Hospitality – Cost Per Person:
4. Cost will not exceed [Cost Per Person]

PART B – Approvals for Internal Hospitality

Signed by Requester: [Signed by Requester]

Date: [Date]

Reviewed by PD: [Reviewed by PD]

Date: [Date]

Approved by Divisional Head as required: [Approved by Divisional Head as required]

Date: [Date]
SECTION 3: SPECIFIC REQUIREMENTS FOR CONFERENCES

47. Introduction

47.1. Conferences or similar events often provide unique opportunities for exchange, debates or discussion of specialized or professional information, including establishing or maintaining relationships necessary for the conduct of RCM business or the delivery of the RCM’s operational activities. Conferences tend to be organized by external organizations and participants are charged fees to attend. To that end, conference approval authorities are conscious of the need for prudence and probity including justification where travel approval is required under this policy or under the event approval requirements of this policy.

48. Planning

48.1. The objective of attending a conference will be principally to support the delivery of the RCM’s operational activities and must be specified in the applicable conference approval document. Where travel is involved, a completed travel authority is required as well as the rationale for the minimum number of necessary conference participants.

48.2. The number of employees attending a conference from the RCM will be the minimum necessary to achieve the RCM’s objective.

49. Conference Authorization

49.1. The conference approval authority is the Vice-President level. All conferences must be pre-approved using the Travel, Hospitality, Conference and Event Expenditure Approval Form (see Annex 2D).

49.2. Where multiple RCM employees will be attending the same conference which constitutes an event, the Travel, Hospitality, Conference and Event Expenditure Approval Form (see Annex 2D) must be completed as follows:

49.2.1. The primary group attending the conference, is responsible to coordinate all attendees and completing the Travel, Hospitality, Conference and Event Expenditure Approval Form (see Annex 2D) to obtain the required approval.

a. The prior approval of the divisional Vice-President, whom’s group is the primary attendee, is required when three or more employees are requested to attend the same conference.

b. The prior approval of the President and CEO is required when five or more employees are requested to attend the same conference.
SECTION 4: SPECIFIC REQUIREMENTS FOR EVENTS

50. **Introduction**

50.1. Events typically represent or support the business activities and governance of the RCM and may include RCM employees, members of the Board of Directors, and non-RCM employees. In keeping with the provisions of this policy, the approval of planned spending on events will be subject to appropriate disclosure that supports both Chair of the Board of Directors and President and CEO oversight of the RCM.

51. **Planning**

51.1. The RCM will determine the appropriate number of employees to attend an event in considering the appropriate event approval authority as specified in section 52. This will include obtaining the records of the planned costs where travel is involved, as well as other cost factors when the RCM is hosting an event such as professional services and facilities rental.

51.2. Training is defined as formal learning activities, which include a curriculum and established learning objectives, and where the primary purpose is to enable the participants to maintain or acquire skills or knowledge. Training is not considered an Event. Request for training and fees paid are both approved outside of this policy, by the participant’s manager (Director level and up) and/or Human Resources as may be applicable.

Conferences are considered an Event and approval under this policy applies.

52. **Event Authorization**

52.1. Chair of the Board of Directors approval is required when total RCM costs associated with an event will exceed $50,000.

52.2. Where an event requiring Chair of the Board of Directors approval is hosted by the RCM, the Chair of the Board of Directors will also be provided, for information
pursposes, the total estimated federal cost for all participating federal departments and Crown corporations.

52.3. President and CEO approval of an event is required when total RCM costs associated with the event exceed $25,000 but are $50,000 or less.

52.4. Vice-President, Finance & Administration and CFO together with Vice-President or delegate approval of an event are required when total RCM costs associated with the event exceed $10,000 but are $25,000 or less.

52.5. Vice-President or delegate approval of an event is required when the event has total RCM costs of $10,000 or less.

52.6. For the calculation of the total RCM costs for a single event in order to determine the required approval authority, total costs are to include items such as conferences fees, professional services charges, hospitality, accommodation, transportation, meals, taxes, gratuities and service charges, costs incurred by the Chair of the Board of Directors or members of the Board of Directors related to the RCM programs that are charged to the RCM’s budget, and other relevant costs directly attributable to the particular event. These costs exclude salary costs and other RCM fixed operating costs as part of the ongoing operations of the RCM.

52.7. The primary group organizing the event, is responsible to coordinate all attendees and completing the Travel, Hospitality, Conference and Event Expenditure Approval Form (see Annex 2D) to obtain the required approval.