

COMFOR MANAGEMENT SERVICES LTD.

**POLICY 2007 - 02
TRAVEL**

Policy Title: Travel

Policy Number: 2007- 02

Date of Adoption: February 26, 2007

WHEREAS employees and directors of Comfor Management Services Ltd. find it necessary from time to time to travel outside the boundaries of the Lakes District on company business;

AND WHEREAS the company's board of directors deems it prudent for financial and liability reasons that such travel be conducted with the full knowledge and consent of the company;

AND WHEREAS the Board of Directors deems it appropriate to establish a policy governing the reimbursement of expenditures incurred by directors and staff members while traveling beyond the boundaries of the Lakes TSA on business;

THEREFORE BE IT RESOLVED THAT:

- 1 All over-night travel and travel outside the boundaries of the Lakes District (as defined in Policy 2007-05) by the company's directors or its employees must have prior approval or consent of Comfor Management Services Ltd. management (See Comfor Vehicle Policy Manual for applicable forms).

A. Travel

1. All travel where costs per person are expected to exceed \$150 must be approved by the management prior to the event.
2. Members of board and staff who are required to travel beyond Lakes TSA boundaries on company business shall have the option of selecting the mode of travel they wish to utilize, keeping in mind its efficiency and cost, and the following guidelines:
 - a. When traveling to areas conveniently served by regular air service, the cost of travel shall not exceed the cost of regular economy class return airfare.
 - b. Users of privately owned motor vehicles shall be reimbursed for distance traveled at a rate of \$.47 per kilometer.

- c. Rental cars shall be paid at actual rental rate plus operating expenses. Full insurance coverage should be purchased.
- d. Taxi fare, bus fare, etc., shall be paid at actual cost.
- e. Other modes of travel shall be paid at actual cost.

B. Accommodation and Lodging

1. The costs incurred for overnight stays at hotels, motels and other forms of accommodation shall be paid at actual cost.
2. Payment for use of recreation vehicles used in lieu of hotels must have prior approval of management.

C. Meals

Meals shall be paid at actual cost. Receipts must substantiate meal costs. Maximum meals cost per day per person is \$50.00 per day inclusive of gratuities.

D. Miscellaneous Costs

1. Telephone charges and other business-related costs shall be paid at actual cost.
2. Tips and/or gratuities, where required, shall be paid at actual cost.

E. Items Not Reimbursed by the Comfor Management Services Ltd.

1. Alcoholic beverages. If charged to a company credit card, the amount attributed to the alcohol plus taxes is to be reimbursed to the company within 30 days of purchase.
2. Personal purchases.
3. Lodging, meals, and travel shall not be paid if incurred after the time reasonably required to conclude the company's business at hand.

F. Accounting

1. All expenditures must be substantiated by receipt. Guest(s) name(s) and association must be written on back of receipt or attached.
2. When claiming expenses incurred, a total summation signed by the claimant must be presented to the Chief Financial Officer.
3. Payment will be made to the claimant following the approval of management.

G. Extraordinary Business Per Diem

Members of Board may claim a per diem of \$160.00 for every day spent engaged in company business as approved by the Board of Directors.