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In addition to the guidelines mentioned in this travel policy, the agreement between the Northwest Territories Power Corporation (NWTPC) and the Union of Northern Workers and the Corporations Personnel Policy shall apply to both union and non-union employees.

1. Field Trips, Conferences, Seminars and Training

1.1 Transportation

a) Travel By Air

The Corporation reimburses an employee, who is so authorized to travel, the economy air fare. The employee is reimbursed for the most direct and economical route. Employees are encouraged to use excursion fares where available. When arrangements must be changed for reasons beyond the control of the employee or for legitimate personal reasons and the employee has booked excursion rates, the Employer will be responsible for cancellation or rebooking fees incurred in purchasing excursion tickets. The Corporation will reimburse an employee for extra accommodation charges, when staying over a weekend will save the Corporation airfare expenses.

b) Travel By Train

The Corporation reimburses an employee, who is so authorized to travel, the fare of the coach class.

c) Privately Owned Vehicles

When the use of a privately owned vehicle is authorized, the following rules apply:

i) Use at Employer's Request

When, for any authorized Corporation business travel, the employer request and the employee agrees to use his privately

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owned vehicle, the employer is effectively leasing the vehicle from the employee for program related reasons. In addition to other provisions of this policy which may apply, the employee shall be reimbursed transportation expenses calculated by applying the appropriate rate prescribed in Appendix 1 (Rate Schedule) to the actual distance driven on Corporation business. These rates are designed to offset the cost of ownership and the cost of operating a private vehicle.

ii) Use at Employee's Request

When, for any authorized Corporation business travel, despite the existence and adequacy of commercial or Corporation transportation, an employee requests and the employer agrees to the use of the employee's privately owned vehicle, the employee shall be reimbursed the following:

- a) The lesser of transportation expenses calculated by applying the appropriate rate prescribed in Appendix 1 (Rate Schedules) to the distance involved by the direct road route or the available airfare.

When authorizing the use of a privately owned vehicle, the employer shall ensure that the user employee is informed that the employer assumes no financial responsibility beyond payment of the authorized rate per kilometre. It is particularly important that the employee be informed of the requirement to carry adequate insurance (see Article iii) and that, in the event of an accident, the employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.

iii) Motor Vehicle Insurance

Before requesting that an employee use a private vehicle on Corporation business, the employer shall ensure that the vehicle is adequately protected: normally \$1,000,000 Public

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Liability and Property Damage, or the nearest provincial equivalent. The employer shall also ensure that, when a private vehicle will be used frequently on Corporation business, the employee has obtained an endorsement to the insurance policy extending the normal coverage for business purposes (Supplementary Business Insurance).

An employee who is required by the employer to use a private vehicle on Corporation business and is authorized to be reimbursed for such use in accordance with Appendix 1 shall ensure that the vehicle is properly insured for business use.

d) Travel by Rented Vehicles

An employee who is authorized to rent a vehicle should at the time of renting:

- i) present the personalized NWTPC identity card so that the rental company can charge the employee Government rates; and
- ii) decline the Collision insurance as it is covered by the Corporation's general insurance policies

The period of reimbursement will cover only the period of business travel.

When an employee reserves a vehicle, he/she shall determine whether documentation beyond a NWTPC identification card will be required to obtain Government Rates.

1.2 Accommodation

- a) Actual expenses for accommodation as evidenced by hotel receipts are reimbursed for standard accommodation in hotels. In cities where hotels offer special government rates, claims are limited to the government rates for such standard accommodation. In cities where

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hotels offer special rates to Corporation employees, claims are limited to these rates unless the hotel does not have any rooms available. Accommodation rates will be considered reasonable based on comparative rates for other accommodations within close proximity to the event or appointment, where multiple facilities are available.

When an employee reserves the accommodation, he/she shall determine whether documentation beyond a NWTPC identification card will be required to obtain Government Rates.

- b) Where an employee stays in private accommodation, payment is made, without receipts according to the Rate Schedule (Appendix 1).
- c) Actual expenses for accommodation including meals at all-in daily rates are reimbursed as per receipts (e.g. **Ulukhaktok**, etc.) In these circumstances the meal allowances as specified in the Rate Schedule (Appendix 1) are not claimable.

1.3 Meals

- a) Meals purchased while on duty travel may be paid via purchasing cards. If the p-card is used for a meal, a per diem cannot be submitted on the travel claim. The difference between the cost of the p-card purchased meal and the actual per diem rate cannot be claimed.
- b) When meals are not included in the accommodation, a composite daily rate to cover meals and incidental expenditures is paid according to the Rate Schedule (Appendix 1).

The condition under which meal allowances are not paid are:

- i) an employee leaving from, or arriving at his/her place of residence or headquarters area within:
 - a) two hours of the start of the normal work day,
 - b) one hour of the normal lunch period,

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- c) two hours after the finish of the normal working day.
- ii) where meals are supplied by a third party (e.g. during air travel, box lunches for day trips, seminars or conferences or by other Corporation staff) the daily rate is adjusted accordingly. Where snacks are provided during airline travel, the daily rate will not be adjusted.
- c) the employee incidentals are also paid when an employee travels on an "all found" (all inclusive) basis except when travelling to Snare, Taltson or Bluefish hydro sites where all meals and accommodation are provided.
- d) the amount paid for incidentals, as shown in the Rate Schedule, represents among other things, gratuities laundry, dry cleaning, charges for traveller's cheques, personal telephone calls, depreciation of luggage, etc.
- e) Where an employee is placed:
 - i) on travel status, the employee shall be paid his/her meal allowance in accordance with the Rate Schedule (Appendix 1).
 - ii) on emergency travel status between the hours of 6 p.m. to 6 a.m. which is outside his/her scheduled hours, that employee shall be paid a dinner allowance for every consecutive four (4) hours of travel/work until 6 a.m., thereafter, the Rate Schedule (Appendix 1) and the current Collective Agreement apply.

1.4 Other Expenses

The Corporation reimburses other expenses necessarily incurred in the course of business including; but not limited to:

- a) coach/airporter to and from airport/hotels;
- b) taxis, where necessary, including residence to airport, etc, taxi fare

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over \$6.00 requires a receipt. When an employee uses a personal vehicle to travel to the airport, they shall be reimbursed \$6.00 per trip. Where two or more employees travel together, only one claim will be reimbursed. Transportation provided by company vehicle is not reimbursable.

- c) business telephone calls (show name of person and place called);
- d) hired vehicles, where necessary (receipt required);

2. Travel on Hire, Transfer and Termination

2.1 Travel and Removal Expenses

In addition to the guidelines mentioned in this travel procedure, the Corporation's Relocation Policy HR-19 applies.

2.2 Meal Allowance For Dependents

The allowable meal allowances for dependents are:

- a) employee's dependents ten (10) years of age and over receive the daily allowance but no incidentals.
- e) employee's dependents under ten (10) years of age receive one-half (1/2) of the daily allowance, but no incidentals.
- c) where it is necessary that the spouse or a child travels alone, the spouse or child receives the incidental allowance.

3. Medical Evacuation

- 3.1 a) All medical travel shall be approved by Personnel prior to travel commencement, including travel advances.
- b) Travelling expenses for medical evacuation are paid for the period of

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time when the employee and/or his/her dependent(s) is en route:

- i) from and to his/her place of residence within his/her headquarters area to the point of departure or to the nearest place where adequate medical/dental treatment could be obtained, whichever would result in the lesser expense.
- ii) for transportation incurred in travelling between airports or other arrival/departure points and the actual treatment centre.
- c) An employee may request special leave if required to escort a dependent on medical evacuations and to make arrangements for the temporary custody of children. The rules for the application of this particular type of special leave are set out in the current Collective Agreement.

4. Business Entertainment and Hospitality

- 4.1 The Corporation shall reimburse reasonable expenses incurred, in extending entertainment or hospitality to third parties where such action is considered necessary for the maintenance of good business relationships.

Any hospitality other than the above (e.g. special hospitality in connection with long service awards or similar functions) must receive prior approval of the Director of **Human Resources**.

5. Procedures

The attached procedures address administrative implementation of the above policy and does not contain policy statements. Changes made to the procedures shall only affect the procedures and not affect the policy.