

CORPORATE POLICY AND PROCEDURE MANUAL			
Section:			
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This Policy Applies to: Members of Board of Directors & Employees Travelling on Business			
Policy Name:	CORPORATE TRAVEL POLICY		

A. POLICY STATEMENT

Toronto Port Authority (“PortsToronto”) has established a policy which affords both control and flexibility for travel expenses incurred by members of the Board of Directors and all management of PortsToronto (“Travelers”) (collectively referred to as the “Travelers”). It is the responsibility of each Traveler to exercise judgment and moderation in incurring expenses related to travel.

This policy is based on the principles of the Treasury Board’s Travel Directive (National Joint Council) and on the premise that Members of the Board of Directors and employees, should be reimbursed for reasonable expenses for travel incurred on behalf of the PortsToronto.

Directors, management and staff must use personal credit cards, cash or other personal forms of payment. There will be no Corporate Credit Cards used for travel purposes, except for the President & CEO, due to volume of travel.

Travelers are required to have adequate medical insurance when traveling outside the country. This includes up to date immunization and any required vaccinations. Passports must be valid, with an expiry date that is at least six (6) months past the travel dates. PortsToronto may offer a travel accident insurance plan which may be amended from time to time. Please contact Human Resources for further information.

Definition

“Travel” means travel undertaken to attend meetings or conferences, training and seminars, trade shows or business functions, to meet with Port and Airport users, business or industry association contacts, other Port and Airport representatives, government officials or for other purposes for which prior approval has been granted. Board members will be reimbursed for travel and accommodations, to and from Board

and Committee meetings. When in person attendance is optional, provisions will be made for Board members to participate remotely.

B. PURPOSE

This policy's goal is to provide guidance to travelers related to expenses and other considerations.

C. PROCEDURE

1. Authorization for Travel & Travel Expense Claims

1.1 Travel Authorization

Whenever possible, all anticipated travel for the upcoming year should be identified during the budget process, with as much detail on travel costs as available. Prior to any travel arrangements being made by an employee of PortsToronto, the employee must obtain the prior written approval of the Senior Manager of the respective department on a Travel Approval and Advance Form.

1.2 Conferences

(a) PortsToronto maintains membership in the Association of Canadian Port Authorities ("ACPA"), the Canadian Airports Council ("CAC") and the Airports Council International ("ACI").

(b) The President and CEO has the authority to designate those employees who shall attend the ACPA, CAC and ACI conferences. In addition, the President and CEO has the authority to authorize employees to attend such conferences, seminars, trade shows, business functions, etc. that may be necessary for professional, business or educational development.

(c) The cost of special events directly related to or organized by a particular conference, seminar, etc. will be considered part of the conference/seminar if occurring on the day immediately preceding or following the conference/seminar dates or such other dates as the case may be and such reasonable costs shall be paid for by the PortsToronto.

1.3 Travel Expense Claims

Travel Expense Claim Forms must be submitted for reimbursement within thirty (30) days of the return date of the trip as follows. Receipts for accommodations, meals and other associated expenses must be attached to the Travel Expense Claim Form. Any refunds for expenses are the property of PortsToronto and must be returned immediately.

- (a) The Chair of the Board for travel of Directors and the President and CEO.
- (b) The Chair of the Audit and Finance Committee for travel of the Chair.
- (c) The President and CEO for travel of all Senior Managers of PortsToronto.
- (d) The Senior Manager of the respective department for travel of all other employees of PortsToronto.

2. Travel Expenses

Mode of Travel: The mode of transportation selected should be the one that is most efficient to the circumstances of the trip.

2.1 Air Travel

Traditional airline “Economy” Class is the expected level of service for all travels. “Business” Class may be utilized where travel is greater than 9 hours. Travelers are also strongly encouraged to avail themselves of the best available discount fares, “seat sales”, or weekend excursion rates if available unless the nature of the travel renders this impossible or imprudent. Travelers are also required to book the most economic cost of air transportation considering a combination of airfare, taxi charges, mileage charges, parking, etc. Receipt for air travel must be attached to the Travel Expense Claim Form. The boarding passes should also be submitted with the QR Code removed.

2.2 Rail

Travelers may select whichever class of seat available, including sleeping accommodations, when required. Receipt for rail travel must be attached to the Travel Expense Claim Form.

2.3 Automobile

Travel by private vehicle will be authorized only when economical and practical. The total cost of travel by car shall not exceed the cost of an advance booking

economy class airfare. Reimbursement for the use of private vehicles by travelers shall be calculated at the current PortsToronto reimbursement rate.

2.4 Car Rental

Rental of a vehicle at the traveler's destination point is permitted when more conducive to the circumstances of the trip and/or more economical than the use of taxis or buses within the destination area. Receipt for car rental must be attached to the Travel Expense Claim Form.

2.5 Taxis, Airport Bus, or Shuttle Service

Receipts for such ground transportation expenses must be attached to the Travel Expense Claim Form.

3. **Accommodation and Associated Expenses**

Travelers may book accommodation in hotels of their preference, provided that the choice of accommodation is reasonable in all circumstances. It is recommended that government discounts be requested whenever these are available.

Although travelers generally stay in commercial accommodations, private non-commercial accommodations are acceptable and a daily private non-commercial accommodation allowance will be paid. The Private Non-Commercial Accommodation Allowance shall be paid at the rate specified in Appendix C of the Treasury Board's Travel Directive (National Joint Council).

Other allowable associated expenses include: all business telephone calls, telephone calls to home, tips and gratuities; parking; e-mail/facsimile usage; photocopying; clothes pressing/laundry. The following are not legitimate travel expenses: alcohol purchased out of the mini-bar; alcohol that is not for Hospitality purposes; in-room movies; personal entertainment, unreasonable expenses for hotels, meals, etc.

4. **Meals**

Travelers may claim personal reasonable meal expenses. Any hospitality expenses incurred with third parties are subject to the terms of the Hospitality (Third Party) Policy. The most senior management person attending a Travel event, where Hospitality is involved, is required to pay for the cost of the Hospitality event and

submit the receipts as part of the Travel Expense Claim Form, to the appropriate signing authority.

Where a Board member or a staff member entertains another person for business reasons, the name(s) and organization(s) must be clearly identified on the back of the receipt. Also, a report may be requested explaining the benefits of the expenditure.

5. Other Allowable Expenses

The following expenses may be claimed with appropriate documentation to be attached to the Travel Expense Claim Form: Airport Improvement Fees; Vehicle Parking Fees; Exchange rate – costs incurred for the conversion of foreign currencies purchased or sold while on business outside Canada.

In case of overnight travel, the traveler will be paid an Incidental Allowance for each day of travel. The Incidental Allowance will cover costs attributed to gratuities, laundry, dry cleaning etc. Incidental Allowance shall be paid at the rate specified in Appendix C of the Treasury Board's Travel Directive (National Joint Council).

Travel award points earned by Travelers while traveling on Port Authority business are the property of the traveler. However, any income tax implications of travel reward points are the responsibility of the Traveler.

Travel expenses, by unionized employees shall be reimbursed on a per diem basis, determined by management or as per the rate specified in Appendix C of the Treasury Board's Travel Directive (National Joint Council).

6. Advances

Any advances provided to the traveler must be fully accounted for on the Travel Claim Expense Form. PortsToronto reserves the right to deduct any retained travel advances from the Traveler's pay cheque with prior written agreement.

7. Reporting

The Chief Financial Officer will present a summary of Travel Expenses of the Board of Directors and staff to the Audit and Finance Committee and the Board of Directors on a quarterly basis. The report will include the Traveler's name, the destination, the purpose of the trip, the numbers of days and the cost of the trip.

8. Website Reporting

The Chief Financial Officer will ensure that a detailed report of the Travel Expenses of the Board of Directors, President & CEO and Senior Management will be posted on TPA's website on a quarterly basis after the President & CEO has reviewed (example attached). The report will include name, position, date, purpose of the travel, destination, amount spent on transportation, meals and other incidental expenses.

D. RESPONSIBILITY

Any person travelling for business purposes has a responsibility under this Policy.

E. CORRESPONDING/RELATED POLICIES/FORMS/APPENDICES

Appendix C Treasury Board Travel Directive (National Joint Council)
Travel Approval & Advance Form
Travel Expense Claim Form
Hospitality (Third Party) Policy C 1.22