



Employee Travel Expense Policy

PURPOSE

It is the intention of the Victoria Golf Club that when the staff members travel on behalf of the Club, they shall be reimbursed the costs of such travel, as well as accommodation and meals when necessary. Anyone being reimbursed for such costs has the responsibility to keep in mind the best financial interests of the Club. Expenses of a personal nature such as entertainment, grooming, gifts, etc. are not eligible for reimbursement.

AIR OR TRAVEL

All air travel will be pre-booked in-house by the Executive Assistant of the Club. Air travel will be booked based on the most appropriate and cost-effective means. Travel will be booked in economy class.

In circumstances where the Executive Assistant cannot pre-book air travel, travel must be pre-approved, prior to booking, for reimbursement. Based on the destination, the most appropriate and cost-effective means of travel will be determined. Individuals traveling for, or on behalf of the Club will be reimbursed full airfare costs. Travel will be booked in economy class. Flights should be purchased at least 15 days prior to departure.

GROUND TRANSPORTATION

The Club will reimburse you for the cost of transportation to and from the airport. It is expected you to travel to your destination by the most appropriate and cost-effective means, including the use of airport or hotel shuttles, Uber, and taxis. All parking and highway tolls incurred as a result of business travel are reimbursed.

PERSONAL AUTOMOBILE USE

The Club permits the use of a personal automobile on short journeys, where it constitutes the most economical means of transportation or where suitable public transportation is not available.

The maximum claimable expense for the use of a personal automobile for business travel is the lesser of:

- Equivalent economy air travel rate by the most direct route; or
- VGC's current standard kilometer allowance is \$0.50 per kilometer, tax inclusive.
- If travelling off island or north of Duncan, a preapproved rate will be agreed on in advance.

If you use a personal vehicle on VGC business, you assume full responsibility for the following:

- The cost of insurance coverage on your automobile.
- Wear, destruction, fire, theft or damage of any kind or nature to the vehicle (including parts, tires, accessories or personal property) occurring during the period of use on VGC business.
- Any violations of the laws or ordinances of the area in which you are operating a vehicle on VGC business.

AUTOMOBILE RENTAL

Sometimes automobile rental may be necessary for business travel. All corresponding automobile rental, gasoline and collision waiver charges for the purposes of business travel are covered by the Club.

The authorization to incur car rental costs must be authorized by the GM or Controller. Expenses incurred, but not pre-authorized, will be treated as non-eligible travel expenses.

The driver must be at least 21 years old and in possession of a valid driver's license at all times when operating a vehicle as a staff member. Staff members must follow these policies to minimize costs/risks to the Association when renting vehicles:

- Ensure the size of the rental vehicle is the least expensive model consistent with the number of travelers and the business requirements of the trip.
- Decline the loss damage waiver (LDW) option, supplemental liability coverage, personal accident insurance (PAI) and other additional insurance options when renting a car for business purposes.
- Note that non-reimbursable costs include, but are not limited to, unnecessary upgrades, or any tickets or fines incurred by the driver for parking, speeding or other violations.,
- Review and adhere to the automobile rental contract (i.e. driver age requirements, excluded uses of the vehicle).
- Observe all rules and regulations for safe driving as defined by applicable legislation.
- Avoid conditions that lead to loss of control (i.e. driving while sleepy or inattentive, driving too fast, or driving under poor road conditions). If the weather is inclement, stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
- Do not use a mobile device while operating the vehicle. Stop the vehicle in a safe area to use a cell phone or un-mounted GPS, or have a passenger operate the device.

LAW & ORDINANCE VIOLATIONS

Anyone who violates the laws or ordinances of the area in which they are operating a vehicle on VGC business assumes financial responsibility for their actions. This includes, but is not limited to, parking and speeding tickets, or any driving and traffic violations.

ACCOMMODATIONS

All accommodations will be booked in-house by the Executive Assistant. Accommodations are based on standard rooms and will be booked at moderate-class hotels while traveling on business. The hotel must be within a reasonable distance from the venue in comparison to the closest moderate class-hotel.

When you are required to book your accommodations individually, you are asked to pay all your hotel expenses and upon your return submit any reimbursable expenses using the Expense Report form. Unnecessary room expenses, including but not limited to special room service for personal reasons, personal entertainment charges, or property or room damage costs incurred by the

individual will not be eligible for reimbursement by the Club.

MEALS

The Club will reimburse you for meals while traveling out-of-town based on the actual costs incurred and subject to providing proof of purchase. In certain circumstances, meals may be approved for in-town events subject to the scrutiny and approval of the GM and Controller. In such circumstances, a written explanation must be provided.

Meals must be reasonable in nature and cost and are not to exceed the reimbursement maximum amount. The maximum recommended breakdown for meals within Canada will be up to \$15 for breakfast, \$15 for lunch and \$25 for dinner inclusive of tips. The maximum recommended breakdown for meals within the United States will be up to \$15USD for breakfast, \$15USD for lunch and \$25USD or dinner.

If the cost of meals exceeds the recommended maximum amount an explanation will be required. Subject to the explanation provided it will be at the discretion of the GM or Controller as to whether to grant the full reimbursement. It is expected that you will dine at accommodations or venues that provide meals. In such circumstances, if dining elsewhere, the Club will not reimburse the cost to travel to and from the hotel or venue to the restaurant. Additionally, if the hotel or venue provides an included meal as part of the stay, the Club will not reimburse the cost of dining elsewhere for that particular meal. Exceptions may be made for individuals with dietary health restrictions.

Meals for entertaining partners or potential partners of the Club should also be reasonable and have a legitimate business purpose. The daily limit will not apply to partners or potential partners, but entertainment of this nature must be pre-approved. Partners or potential partners must be identified on the Expense Report form with the reason for entertainment. Alcohol will not be reimbursed unless prior approval from the GM or Controller and written explanation (and an itemized submission of receipts).

ENTERTAINMENT EXPENSES

Entertainment expenses pertain to expenses outside the scope of the Club's organized events, regular meals during VGC related travel and any other reimbursable expenses as noted in this document. Examples of entertainment expenses include but are not limited to unbudgeted outings to bars, restaurants, shows, sporting events, etc. We will not reimburse the expense of one VGC staff member entertaining another VGC staff member, employee, or group of employees.

FOREIGN EXCHANGE

When traveling abroad, the expenses being submitted should be converted into Canadian Dollars. The exchange rate used for the conversion must be provided based on the credit card statement. The exchange rate to be used will be the closing daily exchange rate provided by the Bank of Canada. If a USD credit card is used, the Club will reimburse in US funds.

NON-REIMBURSABLE EXPENSES

The following list of non-reimbursable expenses can be used as a general guide and should not be

considered exhaustive:

- Personal entertainment, reading material, DVD/BlueRay or other media rental, etc.;
- Personal toiletries, drugs, gifts;
- Personal maintenance (e.g., haircuts, manicures, shoe shines, dry cleaning);
- Special room service for personal reasons;
- Personal calls;
- Travel, meals, and lodging of staff member's family members;
- Lost personal property including cash, credit cards, clothing, etc.;
- Personal travel insurance, including medical;
- Stopovers except those necessary or unavoidable;
- The difference between economy fares and business class or first class;
- Passport costs; or
- Fines, penalties or property damage caused by you while traveling, including parking tickets and other traffic fines.