



## ATB Financial Supplier Travel Policy

### Approved Travel expenses for suppliers conducting services for ATB Financial.

**Only reasonable travel expenses required to complete the supplier's services and approved by ATB Financial in advance will be reimbursed. All eligible expenses must be invoiced within 45 days of the expense occurring.** Receipts for all travel expenses must be provided when seeking reimbursement. Supplier resources working in ATB Financial as an embedded team member must follow ATB Financial procedures for travel expenses.

#### Air Travel

ATB Financial will only reimburse the cost of economy air fare, unless one of the following exceptions applies and has been approved by ATB Financial in advance:

- The ticket costs the same as the lowest economy ticket.
- The traveler has physical disabilities that prevent economy air travel.
- Economy class and alternative flights are unavailable; or the flight is longer than 5 hours.

ATB Financial will not provide reimbursement for items seized by airport security nor luggage surcharges.

#### Rental Vehicles

ATB Financial will reimburse Suppliers for vehicle rentals and gas charges while traveling on ATB Financial business in the following circumstances when approved by ATB Financial in advance:

- It is less expensive than a taxi, airport shuttle or limousine
- The itinerary requires a vehicle; or 3+ people will be traveling together.

ATB Financial will not provide reimbursement for traffic and parking tickets, mileage charges above the maximum allowed if unlimited mileage is not within the agreement, pre-purchased gas tank fill up, nor charges for returning the vehicle late, without a full tank of gas, or to a different city.



## Daily/Monthly Parking

As per ATB's Parking Benefits policy, contractors are not eligible for parking benefits when travelling to their primary work location.

## Mileage

ATB Financial will reimburse Suppliers for approved travel via personal vehicle at the current Government of Canada and Government of Alberta defined rates, provided that mileage has been explicitly identified as an approved expense within the Agreement. As of January 1, 2025, the approved mileage rates are \$0.72/km (for the first 5,000km) and \$0.66/km (for distances exceeding 5,000km). Unless otherwise stipulated in the Agreement, mileage incurred for travel to the contractor's primary place of business is not eligible for reimbursement.

## Hotels

ATB Financial will not reimburse Suppliers for no-show charges unless there is proof that billing is in error, or extenuating circumstances made it impossible to cancel the reservation in advance. ATB Financial will not provide reimbursement for miscellaneous personal expenses, such as hotel movies, fitness centers, health spas, haircuts, and mini bar items. ATB Financial will reimburse reasonable laundry expenses for travelers on ATB Financial business who will be away from home for more than one week.

Nightly hotel rate follows ATB's Team Member Travel and Expense Policy limits:

- \$250CAD while in Alberta
- \$300CAD outside of Alberta (within Canada)
- \$400CAD when traveling outside of Canada

## Meals

Daily meal limits are in effect. Suppliers are to provide receipts of actual meal costs incurred while traveling on business. Suppliers may claim a maximum of \$91 per day for all meal related expenses **with itemized receipts**. ATB will not provide reimbursement for alcoholic beverages. Expense(s) that do not have supporting receipt(s) will not be accepted for payment.

## Gratuities

ATB Financial will reimburse reasonable amounts for gratuities up to the following maximums:



|          |                              |             |                               |
|----------|------------------------------|-------------|-------------------------------|
| Taxi 18% | Porters/Bell Hops \$2.00/bag | Meals - 18% | Hotel Housekeepers \$3.00/day |
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