

ATB Financial Supplier Travel Policy

Only reasonable travel expenses required to complete the Supplier's services and approved by ATB Financial in advance will be reimbursed. 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 4 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 more than 3 people will be travelling together.

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

Mileage

If approved for travel, via personal or company vehicle, and mileage has been defined as an approved expense on the Agreement between the Supplier and ATB, ATB Financial will reimburse Suppliers:

- @ current Government of Canada and Government of Alberta defined rates. As of Jan 1, 2018 the approved rate for mileage is 0.54¢/km (up to the first 5,000km) and (0.48¢/km over 5,000km)

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.

Meals

Per Diem rates in effect. Instead of the actual meal costs incurred while travelling on business, Suppliers may claim \$68.50 per day for all meal related expenses without receipts. ATB Financial will not provide reimbursement for alcoholic beverages.

Gratuities

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

Meals— 15%	Taxi— 15%	Porters & Bell Hops— \$1.00/Bag	Hotel Housekeepers— \$2.00/Day
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