

CONSULTANT TRAVEL EXPENSES REIMBURSEMENT GUIDELINES

1. Reasonable Costs

GTAA shall reimburse Consultant's actual and reasonable costs to travel for the purpose of providing the Services upon evidence of payment of the expenses described below.

2. Travel

GTAA shall reimburse standard commercial transportation at economy class. For any alternate class shall require prior authorization from the GTAA.

3. Accommodation

GTAA shall reimburse standard commercial accommodation.

4. Mileage

GTAA shall reimburse the use of private vehicles to travel calculated at a rate of \$0.56 / kilometre.

5. Meals

GTAA shall reimburse meals and incidentals while travelling up to a total maximum of \$100.00 per day. Incidentals may include items like parking, toll, tips, laundry etc.

6. HST

All amounts are inclusive of HST for travel in Canada and Consultant must claim travel expenses net of any input tax credits obtained from Revenue Canada.

7. Submission of Travel Expenses

Invoices for cost incurred shall be submitted on a monthly basis when applicable.

8. All Other Expenses Require Preapproval

Any travel expenses incurred by the Consultant that are not expressly included or referred to in these Guidelines shall not be reimbursed unless approved in writing by the GTAA in advance of the expense being incurred.