Policy:	OCI Travel and Business Expense
Related Policies:	Mobile Phone & Wireless Device
Version:	V7, replaces V6 issued November 1, 2024
Effective Date:	November 1, 2025
Owner:	Finance & Operations

Role	Responsibility
Executive Team	√ Act as role models in following the policy √ Support the policy
VP, Finance & Operations	√ Ensure policy is effectively and appropriately communicated to all staff
Manager	√ Support the policy
Employee	√ Maintain familiarity with the policy √ Adhere to policy

Introduction

This policy outlines the procedure and practices for the reimbursement of business and travel expenses incurred for the purpose of conducting Ontario Centre of Innovation (OCI) business. This policy will be administered by the Vice President of Finance and Operations with direct responsibility to the President and CEO.

Responsibility

It is the responsibility of all employees, agents, consultants, Board members, or other authorized individuals (Claimants) who incur expenses on behalf of OCI to adhere to the policies contained herein.

Expense approvers are responsible for ensuring that each expense claim is thoroughly reviewed and fully aligned with company policy before granting approval. When on vacation, managers may not delegate expense approval authority to a subordinate.

Definitions

i. Policies: provide instruction, direction, establish basic philosophies and limits and determine the major values upon which OCI should operate.
ii. Procedures: are the prescribed means of accomplishing policy. Their intent is to ensure uniformity, compliance and control of all policy related activities.

Objectives

i. To ensure the propriety of all business and travel expenses/activities.
ii. To strike a balance between the prudent, accountable and cost-effective use of OCI resources and the need to ensure employees are properly reimbursed for work related expenses.
iii. To increase the amount of discretion and latitude for claimant(s) and approval managers to act in a fair and reasonable manner

Policy

OCI will reimburse claimant(s) for reasonable costs incurred while undertaking authorized company business. In general, expenses should be necessary and reasonable under the circumstances, and when appropriate approved in advance such as for major travel and conference related instances.

All OCI travel and business expenses over $2,000 require approval from the claimant's manager and departmental VP. All OCI travel and business expenses over $5,000 require approval from the claimant's manager, departmental VP and the CEO.

All OCI business travel outside of Ontario requires pre-approval from the claimant's manager, departmental VP the CEO, and the Ontario government (e.g. MEDJCT).

Receipts are required unless otherwise noted and all amounts are in Canadian dollars unless otherwise specified (for expenses in other currencies use the amount on credit card statements; for cash transactions use the rate actually received or the rate in force on the day the expense was incurred).
Claimants are required to keep all original receipts, which are to be used for all expense claims made. OCI retains the right to request the original receipt at any time.

Claimant(s) are to use OCI commissioned providers as directed for all flight, hotel, train and car rental booking arrangements unless special rates are available such as conference rates or it would otherwise be unreasonable to do so under the circumstances.

For the purpose of this policy, travel does not refer to a person's regular commute to work – expenses related to a person's regular commute are not reimbursable.

Participation in frequent flyer or other loyalty program is permitted; loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash by using the points for business purposes and them submitting a claim for reimbursement.

1. Transportation

The most economical mode of transportation should be used, keeping in mind the purpose and urgency of the trip. Advantage should be taken of excursions or other discount fares and by booking as far in advance as possible.

Significant discounts may be available provided you are staying a Saturday night. In cases where travel is extended by a weekend (before or after a business trip) to achieve a lower overall net cost, OCI will absorb the added hotel and meal expenses.

Reasonable travel arrangement change costs outside the claimant's control will be reimbursable; preference is for fixed travel dates rather than open-ended tickets.

Please note that travel points accumulated as a result of business travel may be considered a taxable benefit by the Canada Revenue Agency.

1.1. Air Travel

- Regardless of mode of transportation, economy class should be booked.
- Seat selection fees are not reimbursable.

1.2. Rail Travel

- Economy class travel is permitted when this is the most practical and economical way to travel.

1.3. Ground Transportation

- Use rental cars or personal cars for ground transportation unless other means of transport such as taxis or limousines are less expensive.
- Rental cars should be refueled before drop-off where possible to avoid rental company fuel charges.
- OCI preferred carriers should be used wherever possible.
- Coordinate travel with colleagues. Choose rental car size that is most appropriate under the circumstances from economy through to full size. Premium class and higher are not allowable. Any extras are generally not reimbursable unless preapproved by the claimant's manager.
- OCI has collision insurance coverage in Canada and the United States when the rental car is valued at less than $50,000. OCI has personal liability coverage in Canada and the United States. Employees need not purchase additional liability coverage over and above that required by local laws when renting vehicles. Outside of North America, employees must acquire the appropriate collision and liability insurance.
- Luxury and sports vehicles are prohibited

Personal Car Use

- Use of a personal car will be reimbursed at a rate of $0.40 per kilometer in alignment with the **Ontario's Travel, Meal and Hospitality Expenses Directive**; this covers all costs of use of the vehicle including gas. Please use the Google Maps functionality in SAP Concur to record kilometers travelled.
- As rental cars with unlimited kilometers are more cost effective than using a personal car for long distance trips, the maximum OCI will reimburse is 250KM per return trip when using a personal car.
- Claimants using their own cars for business use must have a minimum of $1 Million personal liability insurance and their insurance coverage permits the use of a personal vehicle for business purposes.
- Bridge, ferry, highway tolls and necessary parking fees are reimbursable and should be supported by receipts.
- The use of a transponder for the 407 electronic toll road is encouraged and is reimbursable if it is more cost effective to do so than to pay video toll charges.
- Claimants will not be reimbursed for penalties levied in respect of traffic violations.

Public Transportation

The TTC should be used when practical and more cost effective than taxis or Uber.

Accident Reporting

All accidents must be reported immediately to local law enforcement authorities and your immediate manager.

2. Meals

Reasonable and appropriate meal expenses may be reimbursed under the following circumstances:

- When meals are taken with outside business associates or clients for the purpose of conducting OCI business in an environment conducive to discussion; or
- When traveling on OCI business and you are away from your regular office area (at least 24 km round trip) during a normal meal period.

Where a claimant is hosting business associates or incurring meal expenses while traveling on OCI business there should be an adherence to the general policy of reasonableness and compliance within the spirit of this policy. It is the responsibility of the approval manager to assess whether these expenses adhere to policy, taking into account the circumstances (e.g. nature of discussions and business associations of person(s) attending).

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.

2.1. Meals incurred as part of conducting OCI Business

- Meals taken with outside business associates or clients for the purpose of conducting business and in an atmosphere conducive to a business discussion are reimbursable.
- Meals where the only attendees are OCI employees are generally not reimbursable. Exceptions would be working sessions during normal meal times conducted on OCI premises.
- Meals which are a part of a business program allowable in the Transfer Payment Agreement (TPA), or which are officially sponsored by business or professional associations and are considered directly related to the active conduct of business are reimbursable and will be charged to the relevant TPA.
- The name(s) of all persons attending and purpose of the meeting are to be provided with the claim. **Itemized receipts are required for any business meals with outside business associates.** If more than one OCI claimant is present, the most senior OCI claimant should submit charges for approval and reimbursement.
- Alcohol is not reimbursable. In rare, case-by-case circumstances, reimbursement may be approved in advance and in writing by the VP of Finance and Operations or the CEO, and only in cases where the re-imbursement is through non-government funds.

2.2. Meals incurred while traveling on OCI Business (applies to Canada and US travel)

- Personal meals may be reimbursed when incurred while traveling on OCI business and travel exceeds a distance of 24km round trip from the base office.
- Personal meal expenses will be reimbursed on a *per diem* basis at the established meal allowance rates outlined in **Ontario's Travel, Meal and Hospitality Expenses Directive**, regardless of the actual meal costs. A meal allowance rate recognizes that sometimes a meal may be less than the allowance rate, and sometimes more; regardless, the allowance rate is reimbursed. Taxes and gratuities are included in the meal allowance rates. **Receipts are not required to be submitted or retained for personal meal expenses**. Meals must be purchased in order to be able to submit a claim for reimbursement.
- Reimbursement for meal expenses incurred in Canada is subject to the meal allowance rates set out in **Ontario's Travel, Meal and Hospitality Expenses Directive.** The rates include taxes and gratuities:
    - Breakfast $10.00
    - Lunch $12.50
    - Dinner $22.50
- Each individual must submit his or her own personal meal expenses.
- Consultants may not be reimbursed for any hospitality, incidental, or food expenses. However, reasonable expenses for travel, air, rail, and car or hotel accommodation in accordance with this policy may be allowed by the VP of the consultant's department provided that the contract stipulates this is allowable.

3. *Accommodation*

In the normal conduct of business, reimbursement for overnight accommodation within your office area is not allowed unless there are highly unusual or emergency circumstances and prior written approval from the

CEO is required.

Reimbursement for hotel suites, executive floors or concierge levels is not permitted. Reimbursement will be made for single accommodation in a standard room.

Claimants should refer to the federal online accommodation directory for reasonable accommodation rates by geographic location. Employees are required to use these rates as guidelines and ensure they stay at moderately priced hotels in standard category rooms.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance.

The original hotel bill, itemizing room and other charges should be attached with the claim. Non- room charges (e.g., internet charges) should be entered separately and, where available, be supported by individual receipts (e.g., restaurant receipts).

Out-of-pocket expenses up to a maximum of $30.00 per night may be claimed in lieu of accommodation charges when a claimant stays with friends or family while traveling.

4. *Incidentals*

Certain other costs are reimbursable up to $10 per day (without receipts) if incurred while traveling on OCI business.

These include reasonable expenditures for:

- Tips/gratuities (guideline is 18%)
- Laundry – minimum five days (four nights) must be spent away from home
- Other miscellaneous items

Reasonableness is based on applicable circumstances, and it is the approval manager's responsibility to determine.

The following expenses are not allowable and will not be reimbursed:

- Hotel convenience charges (health clubs etc.); hotel mini bar charges
- Movies
- Admission to sports events, theatre tickets or use of recreational facilities (i.e., golf course charges)
- Magazine/books
- Personal care items (grooming, over-the-counter drugs etc.)

5. *Telephone & Internet Use*

Reasonable calls to a claimant's home while away for business are reimbursable. Claimants are to use the company provided cell phone wherever possible, assuming that this is the most cost effective alternative. Try to utilize least cost alternatives, as hotel room charges can be significant

5.1 Telephone

- Please refer to OCI's Mobile and Wireless Device Policy (version 4, December 2016) for more details regarding all calls made from home, personal or OCI cellular phones.

5.2 Internet Use

- Employees are encouraged to use the hotel internet, but if not available, internet can be purchased for OCI business purposes only.

6. Corporate Credit Card

OCI employees who incur business-related expenses on a regular basis may be provided with a corporate credit card after probation. By accepting this card, employees agree that this card is to be used for business purposes only. Employees are bound by the Corporate Cardholder Agreement.

Details of all expenses on corporate credit card accounts will be available in the expense claim system. Corporate credit card charges must be reconciled every month through the expense claim system and receipts provided as backup. Employees are responsible for ensuring that all items on the monthly corporate credit card statement have been included on an expense report.

If the card is lost or stolen, the employee should notify the credit card company and OCI Finance immediately. The employee will take responsibility for reviewing and notifying the credit card company of any disputed items charged to the card. Finance should also be notified of disputed expenses.

7. Travelling outside Ontario

7.1 Approval Requirements

- All travel outside the province of Ontario requires prior approval from both the CEO and the Government of Ontario. Employees must submit a **Request for Approval of Travel Form** in advance, providing a clear rationale that demonstrates the critical value of the travel in supporting organizational priorities and advancing the interests of the Province of Ontario. The submission must also include a detailed itemization of anticipated expenses, ensuring that the most economical and reasonable methods of travel are utilized. For travel outside of Canada and the US, all anticipated expenses should be calculated in accordance with the rates and allowances outlined in the National Joint Council Travel Directive.

7.2 **Visa and Immunization**

- Cost of a visa and/or the cost of immunizations and medications if necessary for international travel are reimbursable.

7.3 Meals & Incidental Expenses Outside of Canada

- Please refer to National Joint Council Travel Directive for allowable rates:
    - Appendix C – Allowances – Module 2 (Travel to US)
    - Appendix D – Allowances – Module 4 (International travels outside Canada and US)

8. Expense Reporting Procedure

Claimants are responsible for submitting expense reports to their managers using the current OCI expense claim system and must submit expenses no later than 30 days the travel expense was incurred.

The following guidelines apply:

- Receipts are required for all expenses, excluding personal meal per diems. In circumstances where receipts are not issued for small amounts (i.e., parking meters, toll booth fees, etc.) expenses will be reimbursed without a receipt by providing an explanation in the expense claim system.

- All expense reports must be reviewed and approved by the claimant's immediate supervisor or other appropriate approval for all claimant(s) (or higher authority if required) prior to submission to Finance.
- Claimants are responsible for identifying any expenses which are billable to another organization and notifying Finance.
- Under certain circumstances, employees may claim expenses for items purchased in advance (e.g., flights, hotels, conference fees). In such cases, employees must provide a justification for the advance purchase (e.g., cost savings, discount). After the travel or event has taken place, employees are required to confirm their attendance with both their manager and Finance for audit purposes.
- When expense claims exceed reasonable amounts as defined in company policy, employees must provide a written explanation within the claim.
- When pre-approval for alcohol has been obtained, employees must request a separate receipt for all alcohol purchases. These expenses are to be submitted in Concur as a separate claim, distinct from any food-related purchases.
- All claims with errors or violations will be returned to the employee to be corrected and resubmitted.
- Consultants are not eligible for reimbursement of hospitality, incidental, or food expenses. However, reasonable expenses related to travel (air, rail, car) and hotel accommodation may be reimbursed, provided the consultant's contract explicitly allows for such expenses and approval is granted by the Vice President of the consultant's department.
- Contract employees are required to follow the same expense policy as full-time employees. This policy applies to all business units of OCI.

9. ***SAP Concur Instructions and Frequently Asked Questions (available at R:\AccessOCI\Finance).***

Approved by: **Date:**

Hiten Makim 10/21/2025

Vice-President, Finance, Operations & OneEleven