

## **ARTICLE 25 - TRAVELLING REIMBURSEMENT**

- 25.01** When an employee is required to travel on Company business, other than to and from his/her daily work, the Company shall furnish transportation, accommodation and meals. Such employee whose accommodation and meals are furnished by the Company may, subject to his/her Manager's approval, be allowed a transportation expense allowance to and from his/her normal place of residence in lieu of such accommodation and meals.
- 25.02** An employee who is temporarily assigned outside his/her headquarters zone may return to his/her home on weekends or authorized periods and be reimbursed costs at prevailing Company policy rates, providing that cost does not exceed the meals and accommodation costs thereby saved by the Company.
- 25.03** Under extraordinary circumstances, where an employee is required to stay overnight in a switching center or radio shack, a subsistence allowance of \$100.00 or a pro rata portion thereof will be granted.
- 25.04** Travelling time during normal working hours from an employee's assigned headquarters to the job and return shall be considered as time worked.
- 25.05** Travelling time when starting or completing a job in a city, town or district away from the employee's headquarters zone will be on Company time. Notwithstanding [Article 21.01](#), if travelling extends outside the employee's scheduled normal work day a rate of time and one-half will apply for those hours in excess of 7.5 hours per day or 37.5 hours per week.
- 25.06** Notwithstanding [Article 21.01](#), travelling time to attend training courses and joint initiatives outside the employee's scheduled normal working day shall be paid a rate of time and one-half for those hours in excess of 7.5 hours per day or 37.5 hours per week.
- 25.07** Travelling time associated with an emergency call-out shall be considered as time worked at the applicable overtime rates.
- 25.08** Notwithstanding [Article 21.01](#), when travelling by air outside the employee's scheduled normal working day, compensation at a rate of time and one-half will apply for those hours in excess of 7.5 hours per day or 37.5 hours per week. Under these circumstances, time and one-half begins one (1) hour prior to flight time, including flight time, and one (1) hour after flight arrival.
- 25.09** Northern Region employees may be reimbursed for the cost of two (2) return trips for the employee and his/her immediate family travelling by private vehicle, as per Corporate Policy 204.21.

**25.10** Where the Company initiates the relocation of a regular employee to a new headquarters and their former headquarters is within one hundred (100) kilometers in each direction, (city limit to city limit) of their new headquarters, they shall be allowed Company mileage rates (city limit to city limit) to commute for a period of up to one (1) year. This provision does not apply to employee initiated relocations and is in lieu of moving expenses.

Where an employee initially elects to commute to their new headquarters and subsequently, but within the one (1) year period, decides to relocate, all monies paid for mileage reimbursement shall be deducted from eligible monies payable for moving costs.

**Note:** Mileage reimbursement under Article 25.10 is considered a taxable benefit by the Canada Revenue Agency.