



PROFESSIONAL CONSTRUCTORS

## Travel Allowance & LOA Policy

### Purpose:

The purpose of this policy is to clarify the monetary allowance guidelines and limits where the employer is responsible for business related travel and the increase in living out expenses. Posted rates will be reviewed annually and adjusted as dictated by the competitive market.

### Scope:

This policy will apply to all Acres Employees.

### Procedures

#### Policy Matrix

Level	Position	Expense Limits	
		LOA	Travel
A	Direct Field Labour (DFL) Project Foreman	\$110 / day	<ul style="list-style-type: none"> <li>▪ \$0.45 / km after free zone</li> <li>▪ Hourly with company vehicle or vehicle allowance at \$0.25 / km after free zone</li> <li>▪ Salary with company vehicle or vehicle allowance at \$0</li> </ul>
B	General Foreman Superintendent	\$120 / day	
C	Office and Shop Staff	By expense reimbursement	<ul style="list-style-type: none"> <li>▪ \$0.45 / km w/ 0 km free zone (requires Director pre-approval)</li> <li>▪ Hourly with company vehicle or vehicle allowance at \$0.25 / km after free zone</li> <li>▪ Salary with company vehicle or vehicle allowance at \$0</li> <li>▪ By expense reimbursement</li> </ul>

#### Qualification for Daily Travel Allowance and Living Out Allowance

1. Employees will qualify for daily travel allowance, provided **both**:
  - a. Employees place of residence, as recorded in their employee file, is greater than 45km from the work site; **AND**
  - b. The work site is greater than 45km from the Acres Office (971 Camosun Crescent).
2. Employees will qualify for living out allowance, provided **both**:
  - a. Employees place of residence, as recorded in their employee file, is greater than 100km from the work site; **AND**
  - b. The work site is greater than 100km from the Acres Office (971 Camosun Crescent).

#### Terms and Conditions

1. Qualification distance is calculated using google maps selecting the shortest route to the worksite (nearest construction site limits).
2. Each employee's place of residence, as recorded in their employee file, will be used to determine

qualification distance for travel allowance and/or living out allowance.

- a. It is the responsibility of each employee to update Human Resources with any change of personal information. Changes are NOT retro-active for qualification purposes.
3. Payable distance is calculated using google maps selecting the shortest route from the Acres Office (971 Camosun Crescent) to the worksite (nearest construction site limits).
4. For distances less than 45 km, employees are expected to transport themselves to and from the work site, without reimbursement (the “free zone”).
5. Daily travel will be paid both directions after deduction of the free zone both directions.
6. Where the employer provides transportation from a marshalling point to the job site, there is no daily travel allowance.
7. Excluding on-site transportation, under no circumstances are non-management employees permitted to carpool in company vehicles or vehicles covered under the vehicle allowance program.

### **Travel Allowance:**

Qualifying employees will be reimbursed with the all-in rate of \$0.45 / km after deduction of the free zone, including shift turnaround travel in both directions, with the following exceptions:

- Hourly employees driving company vehicles or in receipt of vehicle allowance will receive the reimbursement at \$0.25 / km.
- Salary employees driving company vehicles or in receipt of vehicle allowance will not receive a reimbursement for the distance travelled.
- Office and shop staff driving personal vehicles whose roles do not include an expectation of travel will have a 0 km free zone with Director pre-approval.
- Distance greater than two hundred kilometers (200 km), employees will receive \$0.25 per kilometer above 200km where a personal vehicle is used.

### **Living Out Allowance (LOA):**

LOA is paid to qualifying employees for each night that employee is required to stay.

- A qualifying employee wishing to travel daily in place of staying overnight requires approval from Director, Corporate Services.
- If requested, proof of accommodation must be provided.

### **DFL & Supervisors**

- LOA is designed to help compensate an employee for the increase (only) in expense for accommodation and food/meals while they are living away from their primary residence, not to cover the total expense.
- LOA compensation is calculated based on accommodation for one (1) room for every two (2) employees and the increase in meal expenses.

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- LOA is intended to compensate an employee for the night of accommodation prior to their day of work (i.e. if their first day of shift is Monday, they would receive LOA if necessary to stay in a hotel Sunday night).
- It is recommended that the project team allow appropriate travel time after their shift for their crew to safely commute to their place of residence on the last day of each rotation. In the event this is not possible, the Project Manager has the option of paying an additional day of LOA to ensure the employee is well rested before travelling home.

### *Pre-Job Agreements*

Standard LOA rates will apply to all projects and can only be over-ridden by an approved Pre-Job agreement. See Pre-Job Agreement Policy, DocID HR.269.

All pre-jobs require endorsement from Human Resources and the Project Manager and approval from the Department Director.

Pre-Jobs outside standard Acres policy require approval from the Director, Corporate Services at time of tender.

### *Office and Shop Staff*

Employees are expected to use discretion as they would their own funds when spending Acres funds and ensure that all expenditures are appropriate and necessary for business needs.

- It is expected that employees will incur the expense with the intention that an expense form is completed with receipts, approvals and submitted to Accounting by month end. A cheque will be issued directly to the employee.
- Hotels are to be booked through Reception, without exception.

### *Non-Reimbursable Expenses*

Examples of items that will not be reimbursed for are:

As per employee expense reimbursement policies, alcoholic beverages ■ entertainment ■ laundry / dry cleaning ■ travel insurance ■ parking fines ■ charges / fees incurred when not directly related to operational requirements ■ over limits for baggage

### **Related Policies:**

1. [Corporate Credit Card Policy](#)
2. [Delegation of Financial Signing Authority Policy](#)
3. [Drug and Alcohol Policy](#)
4. [Employee Expense Reimbursement Policy](#)