



## Project expenses

### Overview of business rule

When BDC Advisory Services assigns you a project, we will also provide you with an expense budget for travel if applicable. The expense budget will be based on the following guidelines and policies.

### How we calculate expenses

Every BDC Network Consultant is “attached” to a BDC Business Centre which we use to calculate the travel budget to support a client project (never from home or office). Two different options:

- You will be attached to the closest BDC Business Centre in proximity to your location
- You may choose to be attached to a Business Centre in a primary market not to be at a travel cost disadvantage compared to other local consultants. Please discuss this option with Consultant Network Management.

#### Car travel

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- BDC pays Network Consultants a standard rate per kilometer plus a premium per kilometer to partially compensate for their travel time.
- The expenses will be calculated from the BDC Business Centre address where you are attached, to the destination (client) and return to the same Business Centre.
  - We calculate the shortest distance avoiding toll road (using Google Maps).
  - We provide an “UP TO” project expenses budget when assigning a project.
- Expenses can only be billed if actually incurred.
- Please submit the exact per trip budget amount provided in your contract.

#### Air travel

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- Air travel is preferred for any destination where travel is more than 400 km from point of departure.
- All travel reservations must be made directly by the Network Consultant. It is the consultant’s responsibility to cancel and obtain credit for any unused tickets if necessary.
- Network Consultants should plan their air travel (most economical means) as early as possible to take advantage of reduced airfares.
- Only standard “Economy” airfare is permissible.
- The airfare will be reimbursed to the consultant at cost once completed and invoiced to BDC.
- Associated costs to air travel such as baggage check, seat selection etc. will be reimbursed with the air travel receipt if reasonable.



## Travel expenses and per diem

- BDC reimburses consultants for travel expenses, including when applicable an allowance per day to cover your living and other out-of-pocket expenses.
- Consultants are eligible for this per diem when they travel 151KM's (one way) or more from their attached BDC Business Centre location to the client site.
- The amount for KM travelled and of the Per Diem for living expenses is indicated in the table below. Per Diems cover hotels, meals, rental car or taxis, parking, incidentals as applicable.

Distance (one way)	0 to 150 km	151 to 400 km	401 km and more
<b>Travel</b>	(\$0.55 + \$0.30) / km	(\$0.55 + \$0.30) / km	Cost of airfare (if traveling by plane)
<b>Per diem</b>	No reimbursement	\$275 / day on site	\$425 / day on site



### Traffic premium (Montreal, Toronto, Vancouver only)

- In recognition of traffic congestion, BDC also compensates time spent in traffic when the client is within 50km of the following BDC business centres: Montreal (PVM), Toronto (Scarborough or Mississauga) and Vancouver (Downtown or Fraser Valley).
- A traffic premium of \$100 per round trip will be included in your project expenses budget, when applicable.

## Invoicing expenses

- The project expenses must be claimed as incurred "Up To" the maximum amount specified in the Consultant Contract expense budget.
- Any expenses claimed must be necessary, appropriate, reasonable and in compliance with conducting business for BDC in a timely manner.
- Amounts claimed for expenses must be identified separately from any Consultant Fees on the invoice.
- Airfare receipts are required and reimbursed in full.
- **Receipts are NOT required for all other expenses**, but please retain on file in case client asks for justification or for audit purposes.

## Exceptions



- In the event that the proposed expense budget underestimates the costs of serving remote regions, seasonal spikes in costs, extra night stays or other unique circumstances, please speak with your Project Lead before incurring any costs. These cannot be reimbursed unless formally confirmed contractually.
- Consultants may choose other modes of travel such as train, ferry or bus. In such cases, the reimbursement of travel expenses will be the same as taking an automobile and the per diem rules will apply.
- For all other exceptions, please speak with the Project Lead associated with your project.