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1.0 KEY REASONS FOR CHANGE

- Reduce waste by at least $250K per year
- Ensure compliance with the Broader Public Sector Accountability Act, 2010
- Enhance controls around travel reimbursements
- Daily travel management reporting and improved travel discounts
- 24/7/365 customer service and emergency assistance
- Travel booked outside HSN’s corporate travel provider will not be reimbursed

2.0 NEW TRAVEL PROVIDER

World Wide Travel One
www.worldwidetravelone.com

- One-stop shop for all travel bookings (flights, hotels and car rentals)
- Global Security Notices
- WWT 1 Travel Alerts
- TripCase

Team Lead Agents
Susan Baker
905-688-1400
susan@worldwidetravelone.com

Joanne Difonzo
905-688-1400
joanne@worldwidetravelone.com

Hours of Operation
Monday to Friday
8:30 am to 5:30 pm

If you run into a problem with a bill, or something just didn’t go right, call them!

2.1 24/7 CUSTOMER CARE AND EMERGENCY TRAVEL

24/7 Customer Care
1-866-286-7854
Quote SDX50

Use this service only if:
- outside of regular business hours
- unexpected travel in 48 hours or less
- emergency assistance

Things to remember:
- You will be asked security questions to confirm your identity
- You must have a travel profile in place (not for new users)
- You will be required to book the travel on your personal credit card and request reimbursement from HSN
- Contact numbers are listed on all travel invoices and TripCase emails

### 3.0 NEW TRAVEL AUTHORIZATION FORM

- WWT1 will not confirm your reservation without an approved form sent to them by email or fax.
  - Ensure you allow enough time to get your travel request authorized internally
  - No last-minute requests unless it is an emergency!
  - The earlier you book, the better the savings and options for travel. You can save up to 115% more if you book at least 21 days in advance.
- Need your legal name exactly as it appears on your passport
- Cash advances are no longer permitted
- Depending on the destination, specific signatures from Sr. Management will be required:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Level of Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the Province of Ontario</td>
<td>Program Manager/Designate</td>
</tr>
<tr>
<td>Outside the Province of Ontario</td>
<td>Program Manager/Designate, Director, and Vice President</td>
</tr>
<tr>
<td>Outside of Canada</td>
<td>Program Manager/Designate, Director, Vice President, and Senior Vice President and Chief Operating Officer or Chief Executive Officer</td>
</tr>
</tbody>
</table>

*Once the Travel Authorization Form is completed and authorized, please forward an electronic copy to susan@worldwidetravelone.com*
4.0 NEW TRAVEL EXPENSE REIMBURSEMENT FORM

- Meal allowance is now broken down by breakfast, lunch and dinner (without receipts)
- With receipts you can claim
  
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15 CAD</td>
</tr>
<tr>
<td>Lunch</td>
<td>$25 CAD</td>
</tr>
<tr>
<td>Dinner</td>
<td>$50 CAD</td>
</tr>
</tbody>
</table>

- Without receipts you can claim
  
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8 CAD</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12 CAD</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20 CAD</td>
</tr>
</tbody>
</table>

- You must submit your conference brochure (which indicates whether meals are included) with your travel expenses
- You must submit receipts to be reimbursed for parking and taxi fare
- Uber is not permitted
- You will be reimbursed for gratuities (max 15% of the after tax cost)
- You will not be reimbursed for personal travel to/from the car rental location
Travel Expense
Reimbursement Form (TERF)

Travel Information:
First Name
Last Name
Address
Title
Phone #
Department
Cost Centre

Union affiliation
Please use drop down list to select union affiliation

Travel Advance Requested:

<table>
<thead>
<tr>
<th>Meal Allowance (with receipts)</th>
<th>Subtotal + Tip</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meal Allowance (without receipts)</th>
<th>Subtotal</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Accomodation
Hotel

Travel
Fuel (if you rent a car)

<table>
<thead>
<tr>
<th>Other Fees</th>
<th>Subtotal</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking / Taxi</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Luggage Fees</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Other Fees</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

| Total | $ 0.00 | $ 0.00 | $ 0.00 |

Refund to Employee
$ 0.00

Manager Approval
Name
Signature
Date

Mailing Address/Special Instructions

Note 1: Extra taxes on hotel invoices should not be entered as HST (include in Hotel expense).

Note 2: Personal owned vehicle (per trip)
If traveling outside of city limits (see Appendix C for the definition of city limits) and choose not to rent a vehicle, the amount reimbursed determined as follows:

<table>
<thead>
<tr>
<th>Distance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 400 km per return trip</td>
<td>$30</td>
</tr>
<tr>
<td>Over 400 km per return trip</td>
<td>$75</td>
</tr>
</tbody>
</table>

Revised July 1, 2016
5.0 NEW TRAVEL WORKSHEET FORM

This mandatory, new form must accompany your Travel Expense Reimbursement Form to break down your daily expenses.

Travel Expense Worksheet (TEW)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Address</th>
<th>Last Name</th>
<th>Phone #</th>
<th>Title</th>
<th>Cost Centre</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>With Receipts</th>
<th>Without Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2016</td>
<td>Breakfast (Max $15.00)</td>
<td>Breakfast (Max $8.00)</td>
</tr>
<tr>
<td></td>
<td>Lunch (Max $25.00)</td>
<td>Lunch (Max $12.00)</td>
</tr>
<tr>
<td></td>
<td>Supper (Max $50.00)</td>
<td>Supper (Max $20.00)</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>Parking / Taxi</td>
</tr>
<tr>
<td></td>
<td>Tip</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>HST</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>0.00</td>
</tr>
</tbody>
</table>

7.0 AIRLINE TICKETS

- Air Canada and Porter are preferred vendors
- Travellers must accept the lowest logical airline and times selected by the travel agent
- Economy class only (no first class or business class)
- Baggage charges are acceptable
- You can collect frequent flyer points
- No frequent flyer upgrades
- No pre-seat selection (if at an additional cost)
- No additional airline benefits (i.e. lounge pass, traveller assistance, advance boarding)
- No same-day ticket changes unless a family or work-related emergency
- Make sure you allow time for travel (i.e. minimum check-in times, especially during peak travel times)
- All airlines require valid identification
  - The name on your travel documents must exactly match your Canadian passport
  - Your passport must not be set to expire within six months if travelling outside of Canada

8.0 HOTEL ACCOMMODATIONS

- $250 maximum per night before taxes (Canada/USA/Caribbean)
- $350 maximum per night before taxes (International)
- Travel agent will select the lowest logical rate
  - Exceptions may be made if you are attending a conference with a block of rooms, or if it would cost you more money to take a taxi from a farther hotel
If you choose to stay in a hotel outside of HSN policy, you will be liable for any additional charges exceeding the maximum per night.

- No airbnb or bed and breakfasts
- No room upgrades (i.e. VIP, suites, etc.)
- Make sure you check your bill before leaving the hotel

### 9.0 CAR RENTALS

- Enterprise Car Rental are preferred vendors (direct billing)
  - Enterprise Car Rental (Kingsway location) is open 7 days a week and is our primary location for car rental
  - Enterprise Car Rental (Regent location) is closed on Sundays
  - If there are no cars available from these vendors, a vehicle will be supplied by Hertz Car Rental or Avis Car Rental (no direct billing – must use credit card)
- Intermediate car (if under 3 people travelling)
- No car upgrades or bonus features (i.e. GPS)
  - Upgrading to a vehicle with snow tires is permitted
- No additional insurance (employees covered under HSN insurance if traveling for work)
  - LDW/CDW (collision damage protection to rented auto)
  - PAI (personal affects insurance for items left in car)
  - RAP (roadside assistance)
- Travelers must notify their personal vehicle insurer that they use rental vehicles for work related business.
- You will receive the vehicle with ¼ tank of fuel and must return it with a ¼ tank
- Always check the car upon pick up! Walk around the vehicle and report any damage (internal or external) before driving away
- When returning the vehicle, note any damage and get a receipt
- If you return the vehicle after business hours, you will be responsible for the vehicle until it is checked in by Enterprise staff the next day
- Always check your final bill for accuracy

### 10.0 HSN Exclusive Employee Vacation Offer
Health Sciences North

Exclusive Employee Vacation Offer

All Inclusive Resort Package or Cruise Holiday Vacation
Book Any Applicable Vacation
Receive A $25.00 Per Person Cash Rebate
On Any Applicable All Inclusive Holiday Package Over $750.00 person, excluding applicable taxes

River Cruise Packages, Luxury Cruise or Europe Coach Tour Holiday
Book Any Applicable Vacation
Receive A $100.00 Per Person Cash Rebate
On Any Applicable Vacation Package Over $2500.00 person, excluding applicable taxes

Airline, Car and Hotel Corporate Rates
Call Us For Your Next Flight, Car or Hotel For Special Corporate Rates

Call Us To Speak To One Of Our Expert Vacation Specialists
705 522 2242
2040 Algonquin Blvd Sudbury On
Or Visit Us On the Web
www.worldwidetravelone.com

Terms: Please Allow For 3 to 4 Weeks For Cash Refund To Process - Certain Promotional Offers Do Not Qualify, Nor Can You Combine With Other Promotional Discounts. - All Decisions By Corporate Office Are Final. - Open To All Current And Retired Employees - Offer Can Be Withdrawn Without Further Notice.