

MBLL Supplier Travel Expenses Guideline	
Executive Responsible:	Chief Financial Officer
Areas Affected:	External Suppliers, Contractors
Document No.:	

PURPOSE:

To establish Manitoba Liquor and Lotteries Corporation (MBLL) standards for reimbursement of travel expenses to suppliers or contractors. Standards identified below are consistent with MBLL policy.

All MBLL suppliers are required to comply with this guideline. All exceptions to this guideline require prior written approval, detailed documentation, and where possible, inclusion in the contract document.

When it is not possible to include exceptions in the contract, an addendum detailing the exceptions is required for review by the MBLL Responsible Party with the appropriate signing authority and the Chief Financial Officer

REIMBURSABLE TRAVEL EXPENSE STANDARDS:

1. GENERAL

It is the policy of MBLL to reimburse a supplier for necessary and reasonable business related travel expenses. Travel expense reimbursement is subject at all times to the provisions of the supplier’s agreement and/or Statement of Work with MBLL (“Agreement”) and this guideline. In providing services under that Agreement, the supplier shall use every effort to minimize expenses. Any expense to be reimbursed by MBLL, such as accommodation, air travel, ground transportation, meals, etc. shall be:

- 1.1 Necessary to provide the services contemplated by the Agreement;
- 1.1 Reasonable in cost (i.e. the most cost effective method of incurring travel, and travel related expenses is to be used at all times); and
- 1.2 Limited to actual costs incurred.

MBLL will not pre-fund accounts or purchase travel on behalf of a supplier. Items not specifically stated herein as being covered shall not be reimbursable.

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2. DOCUMENTATION

Detailed, original receipts of all claims must be attached to corresponding invoices. Where original receipts are not available a certified copy is acceptable, or use the rates described in section 6.4. A confirmation of payment such as a credit card receipt without details is not considered a detailed original receipt.

Invoices for reimbursement of travel expenses are to be submitted monthly within thirty (30) days of when they are incurred, unless otherwise negotiated and documented in the Contract. Invoices should be submitted as per instructions on the Purchase Order or Agreement.

Expense documentation must be itemized and attached to the invoice requesting reimbursement of such expenses.

Each receipt should identify:

- 2.1 The date and amount of each expense;
- 2.2 The establishment where the expense was incurred;
- 2.3 The name and title of each person involved;
- 2.4 The business justification for the expense; and
- 2.5 Taxes paid.

3. TRANSPORTATION

- 3.1 Air travel is to be booked at the lowest available coach class fare for each segment of the flight.
- 3.2 Proof of air travel and any changes to air travel in the form of a copy of e-tickets must be attached to the claim for reimbursement of the flight cost.
- 3.3 MBLL will cover the cost of one checked bag. Excess baggage or weight charges will not be reimbursed unless justified by additional tools or equipment necessary to perform the work on behalf of MBLL.
- 3.4 Additional airline add-on fees such as upgrades, advance seat selection and inflight services are not reimbursable.
- 3.5 Rental vehicles may be utilized if:
 - 3.5.1 No other mode of transportation is practical.
 - 3.5.2 The use of a rental vehicle is more economical than available alternate modes of transportation
- 3.6 The authorized classes of rental car are intermediate or compact. Rental of vehicles other than a compact or intermediate car is considered an exception and requires prior review and authorization of the MBLL Responsible Party.

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- 3.7 Expenses incurred for parking (other than valet parking) and taxi may be claimed if incurred in Manitoba. Taxi to/from home and airport or other parking expenses incurred at the Supplier's home location are not reimbursed by MBLL. Charges for limousine services are not reimbursable.
- 3.8 If travel by private vehicle is being considered as an alternate means of transportation a cost comparison must be attached. The cost comparison must include an estimate of air travel, a detailed estimate of costs associated with travel by private vehicle and an explanation of the recommendation or request. Estimates should include all associated costs such as mileage, additional travel time required and all expenses related to the travel time, i.e. meals, accommodations, etc. If more than one employee of the supplier is travelling ensure all travel costs (e.g. mileage, meals, accommodation) for all employees are included.

4. MILEAGE

Only mileage incurred on a personal vehicle, while on MBLL business, may be claimed at the Manitoba (MB) Government rates listed in the Manitoba Government Employees Master Agreement ([MB GEMA 2014-2019](#)) as follows:

- 4.1 If the Supplier's home residence is in Winnipeg, mileage between a Supplier's Winnipeg residence and primary workplace are considered personal expenses and may not be claimed.
- 4.2 If the Supplier's home residence is outside Winnipeg, but in Manitoba, mileage can be claimed at MB GEMA rates.
- 4.3 If the Supplier's home residence is outside Manitoba and the Supplier flies to an MBLL location, only mileage in Manitoba can be claimed. Mileage or taxi expenses from the Supplier's home residence to the airport are not reimbursed by MBLL.
- 4.4 If the Supplier's home residence is outside Manitoba and the Supplier drives their personal vehicle (being more economical than flying) to get to an MBLL location, mileage can be claimed at MB GEMA rates.
- 4.5 A detailed statement including the date, to and from addresses, daily or trip kilometers, and the purpose of the travel is required to support all mileage claims.

5. ACCOMMODATIONS

- 5.1 Accommodations that are average for the area, and that are closest to the MBLL location(s) where the service is to be provided may be claimed.

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- 5.2 MBLL has an approved list of Winnipeg accommodation facilities (available from Procurement upon request) that may provide special rates. The individual booking the accommodations is to advise and confirm that the established MBLL rate is to be utilized.
- 5.3 MBLL will not reimburse any claims that exceed the established list rate unless booked and pre-approved by the MBLL Responsible Party in writing.
- 5.4 MBLL will cover the cost of the room, taxes and non-discretionary hotel charges. Additional hotel add-on fees such as fitness center and long distance phone calls from the hotel room are not reimbursable.

6. MEALS

- 6.1 The actual cost of meals purchased may be claimed provided that the cost is reasonable for the area and it is supported by detailed receipts.
- 6.2 Expenses for alcoholic beverages will not be reimbursed.
- 6.3 Gratuities may be claimed provided the gratuity is no more than 15% of the pre-tax value of the meal and that expense reimbursement is not on a negotiated cost plus percentage basis.
- 6.4 In lieu of actual meal costs, the **simplified** method can be used allowing a claim in Canadian funds of a flat rate of \$34.40 per day, or \$7.85 for breakfast, \$9.85 for lunch, and \$16.70 for dinner (sales tax and gratuity included) per person, without receipts (meal expenses indicated in GEMA 2014-2019).

7. ADMINISTRATIVE COSTS

Only administrative costs negotiated in the contract will be reimbursed as part of the regular invoicing process.

8. NON REIMBURSABLE EXPENSES

In addition to the restrictions stated above, MBLL will not reimburse Suppliers for the following expenses. This list should not be considered exhaustive and is subjective to change by MBLL at its sole discretion.

- Expenses for other MBLL suppliers or MBLL employees
- Business gifts
- Lost or damaged luggage and contents
- Fees related to cancelled flights or trips due to circumstances outside of MBLL’s control

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- Travel time
- Business travel booked with frequent flyer miles
- Flight and personal trip insurance
- Expenses related to personal activities (i.e., sightseeing, personal side trips, movie rental or cinema)
- Parking fines or traffic violations
- Toiletries, prescriptions and over the counter medicines
- Clothing
- Daycare or babysitting
- Kennel fees
- Operational expenses (software, cables, adapters, supplies, etc.)
- Personal credit card fees including late fees and cash advance fees for domestic travel
- Expenses for Supplier spouse/companion
- Visa/Passport fees
- Normal day to day office expenses (phone, mobile phone, fax, photo copies, postage, etc.) unless specifically included as an exception in the contract.
- Toll fees.

DEFINITIONS:

MBLL Responsible Party - the MBLL contact person for the relevant agreement, or his or her designee who manages the compliance with this guideline.

Suppliers, Contractors - a third party providing goods and/or services to MBLL or directly to its customers or merchants on behalf of MBLL.

APPROVED BY:

Original Signed by: Heather Mitchell

May 23, 2017

Chief Financial Officer

Date

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