

Board/Volunteer Expense Reimbursement Policy

This policy applies to members of ONE Investment Board and ONE JIB as it relates to Board of Directors meetings and business meetings.

Travel Expense:

ONE Investment will reimburse travel expenses incurred as a result of the business of ONE Investment Board of Directors, including its meetings. Travel expenses refer to airfare, train fare, car mileage, 407 ETR charges, public transit, parking costs, accommodation and meals. Members are expected to make the most efficient and cost-effective travel arrangements.

Mileage Rates:

ONE Investment's mileage rate is based on Revenue Canada's current "Automobile Deduction Limits and Expense Benefit Rates for Business" and is adjusted annually to reflect any changes.

Accommodations:

The guest room cost is to be reasonable for the geographic area.

Ineligible hotel costs that will not be paid by ONE Investment include:

In-room bar fridge items e.g., chocolate bars, chips, alcohol, etc.

Movies

Personal toiletries

Meal Rates:

Board members are entitled to reimbursement of actual meal expenses provided that they are not more than the maximum meal rates as follows:

Breakfast	\$30.00
Lunch	\$40.00
Dinner	\$60.00

Receipts:

Receipts for travel, meals, and accommodation must accompany expense reports.

Expense claims will not be reimbursed if submitted after January 31 of the year following the year in which the expense was incurred.