PLT Canada Travel Policy for Youth

This policy applies to young people for whom PLT Canada has committed to covering travel-related expenses associated with conferences, meetings, trainings, or other events.

Overall Approaches to Booking Travel:

PLT Canada will endeavor, within reasonable limits, to ensure that the unique personal, school and professional circumstances of young people are considered when booking travel to and from events. As such, PLT Canada will take a flexible, recipient-focused approach to booking travel and accommodations for the young people it supports.

PLT Canada Books Travel on Behalf of Youth

PLT Canada recognizes that requirements to pay up-front, out-of-pocket expenses may pose a significant barrier to many young people who carry other major financial commitments, including post-secondary education. To reduce this barrier, PLT Canada is able to book certain high-cost travel and accommodation components (e.g. flights, hotels) on behalf of youth participants. Youth who wish to pursue this travel booking option are asked to complete Form A: PLT Canada Youth Travel Preferences.

When utilizing this option, certain lower-cost and more highly variable travel components (e.g. parking, taxis, meals) will continue to be paid out-of-pocket by the youth participant, subject to PLT Canada’s reimbursement policy as per the guidelines below. Should these out-of-pocket expenses pose a significant barrier to participation in an event or activity, youth are encouraged to contact PLT Canada to discuss alternative arrangements.

PLT Canada Reimburses Travel-Related Expenses

Youth are able to book travel and accommodations on their own behalf, which will be reimbursed by PLT Canada as per the guidelines below. Youth wishing to pursue this option are encouraged to contact PLT Canada prior to booking any travel or accommodations to confirm if any components may already be taken care of through other means (e.g. group booking at a hotel, group airport shuttle).

Common Expenses Requiring Reimbursement:

Air, Train or Bus Travel

Youth should select the mode of transportation that best meets their unique needs and personal circumstances, at the most economical cost. The guidance below is intended to support your decision-making with respect to appropriate travel-related bookings. When in doubt, contact PLT Canada.

The lowest cost option is not necessarily the preferred option. There are a number of factors that should be taken into account when determining the most appropriate travel option for you, which may result in selecting a fare that is not the lowest available. For example, inter-provincial bus transportation may be significantly less expensive than airline travel. However, the added travel time may pose barriers to young people who have other school or work commitments. In this case, airline transportation may be the most appropriate option.

Tips to help you book:

- All air, train or bus travel expenses should be booked at least 14 days prior to departure or as soon as your travel plans are known.
- Travel should be contained to one day on either side of your event at most. For example, May 5th and 8th should be booked as travel days for an event held on May 6th and 7th. During those days, travel should be confined—when possible—to an 8-hour “workday-long” period. Select the most economical flight or other transportation option that enables you to travel within that single day. Depending on the distance and locations of travel, however, this may not always be possible.
• In some cases, events that start later in the day may provide an opportunity for travel the morning of that
  same day. Similarly, if an event ends at noon on the final day, consider utilizing that afternoon for
  homeward travel. Select this option if the cost of travelling that same day is less than the cost of an extra
  hotel night and travel the day before/after. Please contact PLT Canada if there are extenuating
  circumstances (e.g. work or school commitments) that may require an exception to this general guidance.
• Book a fare that includes a minimum of one checked bag, if needed. For shorter trips, you may find a
  carry-on is sufficient and often included in the price of travel.
• Book a fare that allows for cancellation or modification of the reservation, at a small fee.
• In cases where cancellation fees/penalties are incurred, the fees will be reimbursed if there is a valid
  reason for the change of plans.
• Book the lowest fare available at the time of booking that reasonably meets your travel needs, as per
  above. Business class tickets will not be reimbursed. Only Economy class is eligible for reimbursement.

To be reimbursed for your travel, please submit your full receipts and boarding passes following the event.
Electronic copies are acceptable.

Ground Transportation
In some circumstances, ground transportation may be required for the full duration of your travel, or part thereof.
Ground transportation generally falls into one of four categories: personal vehicle, car rental, taxis and private
shuttles, or hotel shuttles. Each will be addressed separately below. In general, ground transportation should be
the least expensive transportation option for the most convenient, direct and timely route.

Personal Vehicle
A personal vehicle is commonly used for shorter distance travel, including travel to events within province or
to/from airports and other transportation hubs. If a personal vehicle is being used, reimbursement is based on
standardized per kilometer rates.

When claiming reimbursement for use of personal vehicle, the traveler must report kilometers driven and must
provide a "Google map" or other documentation of mileage. Applicable rates shall be determined by the province or
territory that the vehicle is registered within, as per the following:

<table>
<thead>
<tr>
<th>Province/Territory</th>
<th>Cents/km (tax included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>47.5</td>
</tr>
<tr>
<td>British Columbia</td>
<td>54.0</td>
</tr>
<tr>
<td>Manitoba</td>
<td>50.5</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>52.5</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>56.0</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>62.0</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>52.5</td>
</tr>
<tr>
<td>Nunavut</td>
<td>59.5</td>
</tr>
<tr>
<td>Ontario</td>
<td>56.5</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>51.0</td>
</tr>
<tr>
<td>Quebec</td>
<td>53.5</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>50.0</td>
</tr>
<tr>
<td>Yukon</td>
<td>61.0</td>
</tr>
</tbody>
</table>

Taxis and Private Shuttles
When determining if a taxi or private shuttle service should be taken to/from airports or other transportation hubs,
travelers should consider (a) the cost of the taxi or private shuttle, and (b) the combined costs of private vehicle
mileage and parking for the duration of the trip. The most economical option should be selected. Please contact
PLT Canada if there are extenuating circumstances that may require exceptions to this general guidance (e.g.
single-vehicle family).

Taxis may also be required for travel between hotels and conference/meeting venues. As a general rule, taxis may
be taken if the walking time between locations is greater than 15 minutes. Many hotels offer complementary
umbrellas at the front desk. Individuals with mobility issues may utilize taxis or private shuttles between venues regardless of the travel distance.

When claiming reimbursement for use of taxis or private shuttles, the traveler must submit receipts.

**Car Rentals**

In some situations, renting a vehicle may be the most appropriate and cost-effective ground transportation option between transportation hubs (e.g. airports) and conference/meeting venues. For instance, the nearest airport may be several hundred kilometers from a conference that is being held in a small town with limited transportation access. In such cases, taxis or private shuttles may be excessively expensive, especially if being booked separately by each individual traveler.

Before booking a rental vehicle, we would kindly ask that you contact PLT Canada to notify us of your intention. We would be happy to work with you to determine the most cost-effective option and coordinate carpooling with other travelers when possible.

When renting a vehicle, the traveler should select the most economical rental option that includes unlimited kilometers and has sufficient seating for the required number of passengers, including baggage. The traveler should also accept the optional *comprehensive* insurance coverage option (or equivalent), which protects against additional charges for accidental damage.

Rental vehicles must be returned with a full tank of gas. When claiming reimbursement for a rental vehicle, the traveler must submit receipts for both the rental and associated fuel purchases. Many car rental agencies also offer fuel services, whereby the renter can pre-pay for a full tank of gas. You should decline this option.

Please note, some car rental agencies do not rent to customers under the age of 25, due to insurance requirements.

**Hotel Shuttles**

Many hotels offer complementary airport shuttles. Prior to your trip, inquire with the hotel to determine if their shuttle is on a set schedule or by appointment only. Endeavour to take hotel shuttles, when available. At many airports, there will be a designated location where shuttles from all hotels will pick up guests. Locations can be determined by calling your hotel or inquiring with a customer service agent at the airport.

**Parking**

Many smaller airports only offer one lot with a single, standardized parking rate. Larger airports (e.g. Pearson International), however, may offer multiple lots at different rates. Most airport’s websites outline the various parking options available. The most economical parking method should be selected.

If a personal vehicle is being used for the entirety of a trip, additional parking may be required. Many hotels offer in-house parking or valet services. Many hotels are also located adjacent to public, self-park lots that offer multi-day stays. Self-park lots within a 5-minute walking distance of the hotel should be considered. Select the most economical parking method.

When claiming reimbursement for parking, the traveler must submit receipts. Parking tickets/fines cannot be claimed.

**Hotel**

Hotel rooms should be booked at the most economical rate that is convenient to the meeting or conference. For clarity, select the hotel offering the best-available rate that is within a 15-minute walking distance of the conference/meeting venue. Choose a booking option that allows you to modify or cancel the reservation within a reasonable window prior to your stay (often the least expensive rate will not allow cancellations). Individuals with mobility issues may stay directly at the conference/meeting venue, or closest alternative, at the best available rate.
When claiming reimbursement for hotels, the traveler must submit receipts. Only cost of the room and applicable taxes will be reimbursed. Any additional costs (e.g. room services, laundry, movie rentals, minibar) are not eligible for reimbursement.

**Meals**
Meals are reimbursed on a per diem basis. Travelers do not need to provide receipts. Travelers within Canada will be reimbursed for meals at the following rates:

**Meal allowances - effective date October 1, 2019**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 20.35</td>
<td>$ 20.60</td>
<td>$ 50.55</td>
<td>$ 91.50</td>
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</tbody>
</table>

Meals that were provided at the conference/event will not be reimbursed.

**Tipping**
Gratuities on taxis are eligible for reimbursement, up to a customary amount (i.e. 15%).

**Receipt Requirement:**
Traveler shall provide to PLT Canada copies of receipts for all items (except meals) as well as a copy of the conference/event agenda. Expenses that are not supported by a copy of the receipt will not be reimbursed. Travelers must also attest that they will not claim the refund of their expenses elsewhere.

**Format for Submission of Reimbursement Requests:**
Travelers should submit a summary of their expense claims to their primary contact at PLT Canada along with all receipts (scanned or electronic receipts are acceptable). Reimbursement requests should be received within 30 days of submission.

**Other Items for Reimbursement:**
Please contact PLT Canada if there are other items that may require reimbursement that are not included above. PLT Canada will work with you to determine if they are eligible and how to get reimbursement.