



Terms for Consultant Expense Recoveries

Preamble: Alberta Investment Management Corporation is not subject to the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST). **Therefore, invoices for expenses must exclude the GST and HST.**

For those contracts where travel costs will be reimbursed, the following terms apply. Any deviation from these terms may result in processing delays unless separately defined within the Agreement:

AIRFARE: Only clear and itemized copies of original invoices or E-Invoices from an online supplier will be accepted for reimbursement. Airfare is limited to best pricing available, within economy class.

DEPARTING AND RETURNING FEE: **Applicable to originating airport location only.** Each visiting consultant may claim:

- For actual reasonable expenditures provided that clear and itemized copies of original receipts, credit card slips for charged fares or original taxi chits for cash fares are attached, or
- \$75 as a travelling per diem on the first and last day of each on site engagement to cover expenses to and from the originating airport (these are fixed charges and do not require any documentation).

GROUND TRANSPORTATION: **Applicable to the immediate metropolitan area of AIMCo offices only.** Clear and itemized copies of original receipts, credit card slips for charged fares or original taxi chits for cash fares will be accepted for reimbursement provided that the transportation is for business purposes only.

CAR RENTALS: **When pre-authorized,** only clear and itemized copies of original receipts for rental and operating costs will be accepted.

MILEAGE: Claims for mileage, when a personal vehicle is used for business purposes, will be reimbursed in accordance with AIMCo standard rates, and must include sufficient details to verify distances.

HOTEL ACCOMMODATIONS: Only clear and itemized copies of original receipts will be accepted. Online reservation confirmations will not be accepted. Accommodations are limited to standard rooms at the prescribed corporate rate in effect. Reasonable incidental charges on a hotel bill that would be reimbursed include internet, laundry services, or hotel restaurant meals (please refer to section VII below). Non-reimbursable incidental charges include but are not limited to mini-bar and movie rentals.

MEALS AND INCIDENTALS: Each visiting consultant may claim:

- Reasonable amounts for actual expenditures (\$50 to \$60 daily), excluding alcohol, provided that clear and itemized copies of original receipts are attached, or
- \$50 as a daily per diem while on site (this is a fixed charge and does not require any documentation). Note: non-resident per diem claims greater than \$45 are subject to the non-resident withholding tax.

INVOICING: Eligible expenses are to be invoiced separately from services invoices and properly supported as required by these terms. All invoicing is to be in Canadian (CDN) currency or the currency as defined in the contract. If the currency of the invoice differs from the currency of the

receipts, then the exchange rate and effective date of the exchange rate if available, used to convert the expense to the currency on the invoice must also be provided. All invoices are to exclude amounts for GST and HST.

PAYMENT TERMS: Eligible expense recovery invoices will be paid net forty-five (45) calendar days upon receipt.