

Guideline: Out of Region Travel

March 1, 2024

Overview

There are situations where a Stanley Construction Ltd. (Stanley) employee will be asked to work out of the region within which they have been hired. This Guideline provides information for travel, accommodations, per diem and other compensation in relation to Out of Region work.

Criteria

The following criteria are to be followed:

#	Category	Criteria
1	Eligibility	<ul style="list-style-type: none">- "Out of Region" is defined as a location greater than a 30 minute drive (non-rush hour traffic) time from the closest point on the perimeter of the region for which the employee was originally hired. Example: for employees working in the Edmonton region, a location that would be deemed "Out of Region" would be greater than a 30 minute drive from the Edmonton City Limits that is closest to the work location.- There are situations where an employee may agree to a temporary or permanent change of region and this Guideline would not be relevant.
2	Driving Own Vehicle	<ul style="list-style-type: none">- For employees that are driving to the "Out of Region" location in their own vehicle, mileage will be paid at a rate of \$0.70/km for the first 5000km per year (\$0.64/km after that) unless a previous vehicle allowance is in place.- Monthly, daily mileage totals are to be itemized (including from and to locations) on each Stanley expense claim.
3	Driving Stanley Vehicle	<ul style="list-style-type: none">- Stanley may offer to provide a company vehicle (rented or owned) to an employee working "Out of Region" as a convenience.- For longer term Out of Region work, utilizing a company vehicle, Stanley will provide an AMA membership to a driver.
4	Paid Travel Time	<ul style="list-style-type: none">- For travel to and from the location (or after an overnight stay and to a site), paid time will only start after 1 hour of travel. For example (a 2 hour drive to site would only have 1 hour of time recorded as worked).- 1 trip per day, to and from an employee's home, is chargeable.- When Stanley requires an employee to transport a significant amount of materials for the "Out of Region" work all travel time is chargeable.
5	Accommodations	<ul style="list-style-type: none">- For "Out of Region" work, Stanley and the relevant employees may agree that overnight accommodations would be the most effective.- Stanley will provide and pay for reasonable overnight accommodation.- Employees are expected to provide reasonable recommendations.- Any damage (not normal wear and tear) made to the accommodations will be paid for by those employees staying at the location.
6	Per Diem	<ul style="list-style-type: none">- A \$69 Per Diem will be paid for each employee overnight stay.- Relevant Per Diem dates should be noted on the expense claim
7	Exceptions	<ul style="list-style-type: none">- Exceptions require the approval of the President or a Vice-President of Stanley.

Change

This guideline is subject to change at the discretion of the Stanley owners.