

This document outlines businessforhumans.ca travel cost policy for clients hosting workshops outside of the Greater Victoria Region. This policy provides clients with transparency regarding the additional costs associated with travel for these workshops, including travel by car within Vancouver Island and the Lower Mainland and travel by air to destinations worldwide.

For the purpose of this policy the Great Victoria Region, that **does not incur travel expenses** includes: Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich Sidney, Sooke, Victoria, View Royal

- Travel by Car:
  - For workshops conducted outside of the Greater Victoria Area, within Vancouver Island and the Lower Mainland, clients will be billed for travel expenses incurred by businessforhumans.ca. Clients will be responsible for covering the following expenses:
    - Fuel costs based on the current government mileage rate or a recommended rate.
      - As of 2023 the CRA recommends
        - 68¢ per kilometre for the first 5,000 kilometres driven
        - 62¢ per kilometre driven after that
        -
    - Ferry and Toll charges when applicable.
    - Parking fees directly related to the workshop.
    - Accommodation expenses, if necessary, as determined by and booked by businessforhumans.ca. Clients will be billed for accommodation expenses for the businessforhumans.ca team, which is typically 1 person unless the workshop is extra large. Should additional staff be required you will be given this information in the pre-approval process. The rate will be commensurate with standard, mid-range accommodations in the relevant area. Accommodation costs can typically be avoided for most locations on Vancouver Island, however it will depend on the chosen time for the workshop.
    - Example cost estimates without accommodation are: Sooke \$27, Duncan \$40, Courtney \$132, Vancouver (including ferry) \$350.
- Travel by Air:
  - For workshops that require air travel to destinations within Canada, The United States and Worldwide, clients will be billed for the following travel expenses when incurred by businessforhumans.ca.
    - Clients will be billed for the economy class airfare for the businessforhumans.ca team, which is typically 1 person. Should additional staff be required you will be given this information in the pre-approval process.

- Transportation to and from the departure and destination airports, as well as transportation to and from the workshop location, will be included in the client's billing for travel expenses, which may encompass the costs of a rental car if it's more cost-effective, as well as parking fees.
  - Visa and passport fees, if required.
  - Accommodation expenses, if necessary, as determined by and booked by businessforhumans.ca. Accommodation expenses for the businessforhumans.ca team will be billed to the client at a rate commensurate with standard, mid-range accommodations in the relevant area.
- Booking: businessforhumans.ca may book their own economy class air travel to ensure flexibility and convenience.
- Pre-Approval Process:
  - Clients will be provided with a detailed estimate of travel expenses for their approval before the workshop is scheduled.
- Payment:
  - Clients are responsible for making payment for travel expenses as outlined in the estimate provided by businessforhumans.ca before the workshop is scheduled. Workshops are not considered fully scheduled until full payment is received.
- Compliance:
  - All travel expenses will be in compliance with this policy and will be reasonable and necessary for the successful execution of the workshop.
- Acknowledgment:
  - Clients of businessforhumans.ca are required to acknowledge and accept the terms and costs outlined in this Travel Cost Policy for Workshop Clients before the workshop is confirmed.

This policy is effective as of August 20, 2023 and applies to all workshops offered by Business for Humans Mentoring Ltd, dba businessforhumans.ca, that require travel outside of the Greater Victoria Area.