

## **TRAVEL EXPENSE REIMBURSEMENT POLICY FOR MEMBER COOPERATIVES**

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The terms of the travel expense reimbursement policy for member cooperatives are as follows:

### **ELIGIBLE COSTS**

1. Reimbursement will not include the first 600 km travelled for a round-trip.
2. The mileage to be taken into account for calculating the mileage allowance corresponds to the round trip distance between your cooperative's head office and the event location, according to the information provided on the website <http://maps.google.com/>.
3. The reimbursement rate varies according to the price of gas. The event organizer will advise you of the applicable rate.
4. If your authorized participants used a means of transport other than a car (plane, train, chartered bus, etc.), the reimbursement will correspond to the amount payable for travel by car.
5. Reimbursement is payable for each of your cooperative's delegates, your general manager, and your representatives from the Fonds coopératif d'aide à la relève agricole (FCARA) who attended the AGM, even if they carpooled.

### **PROCEDURE**

To obtain reimbursement, you must provide a valid invoice and submit it to the event organizer.

**EXAMPLE:** If there are 325 kilometers between your cooperative's head office and the event location (total distance of 650 kilometers) and two authorized representatives of your cooperative attended:

$$650 \text{ km} - 600 \text{ km} = 50 \text{ km}$$

$$50 \text{ km} \times (\text{applicable rate}) = \text{total}$$

$$\text{total} \times 2 \text{ representative} = \text{REIMBURSEMENT}$$

$$\text{REIMBURSEMENT} + \text{GST} + \text{QST} = \text{REQUESTED REIMBURSEMENT}$$

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**TO OBTAIN REIMBURSEMENT, YOU MUST PROVIDE AN INVOICE  
AND SUBMIT IT TO THE ATTENTION OF CÉLINE SEBILEAU-FAVROUX**  
**[celine.sebileau-favroux@sollio.coop](mailto:celine.sebileau-favroux@sollio.coop)**  
**9001 De l'Acadie Boulevard., Suite 200, Montreal, Quebec H4N 3H7**

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