FIELD HOCKEY CANADA

Policy Name Policy for use of Uber for Business		Policy Category: Finance/Operations
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Approved by: CEO		Review Cycle: Review every 2-years

Operational Policy for Use of Uber for Business Travel

1. Purpose

The purpose of this policy is to establish clear guidelines for the use of Uber for business-related travel.

The organization recognizes that Uber provides a convenient and cost-effective transportation option for employees, Board members, contractors and other authorized representatives conducting business on behalf of the organization.

This policy is intended to ensure that business travel is:

- Reasonable and necessary;
- Safe and appropriate;
- Cost-effective;
- Properly authorized and documented; and
- Consistent with the organization's financial controls and expense policies.

2. Scope

This policy applies to all employees, Board members, contractors, volunteers and other authorized representatives who use Uber for organization-related business. This can include team tours where use of transport is sometimes necessary.

3. Mandatory Use of Company Uber Account

All business-related Uber trips must be booked through the organization's designated Uber Business account.

Employees and representatives must not use a personal Uber account and subsequently submit the trip for reimbursement.

Accordingly:

- Personal Uber trips will **not** be reimbursed;

- Employees must use their individual profile within the organization's Uber Business account;
- Employees must not share their Uber account credentials with another person;
- All business trips must be appropriately identified and coded within the company account; and
- Employees are responsible for ensuring that the trip is charged to the organization's account at the time of booking.

If an employee is unable to access the organization's Uber Business account, they must contact their line manager and / or CEO before booking transportation, except where an immediate safety or operational circumstance makes this impractical.

4. Permitted Business Use

Uber may be used for reasonable and necessary organization business, including:

- Travel to and from business meetings;
- Travel between airports, hotels, offices, venues and meeting locations;
- Travel to conferences, tournaments, competitions, events and other organizational activities;
- Transportation of authorized employees or representatives while travelling on organization business; and
- Other business travel approved by the employee's manager or appropriate program lead.

Where practical, employees should consider lower-cost alternatives such as public transportation or shared transportation.

5. Uber Service Level – UberX Only

UberX is the only authorized Uber service level for organization business.

Employees must select UberX for all business-related trips.

Other Uber service levels, including UberXL, Comfort, Black, Premium or equivalent upgraded services, are not permitted unless an exception has been expressly approved in advance by the CEO or designate.

Where a group, equipment or luggage cannot reasonably be accommodated through UberX, an alternative transportation arrangement should be discussed with the appropriate program lead in advance wherever practical.

6. Event-Related Travel

All Uber trips associated with an event must be pre-authorized by the appropriate Lead before the trip is booked.

This includes transportation associated with:

- Tournaments and competitions;
- National team activities;
- Training camps;
- Conferences and meetings;
- Organizational events;
- Team travel; and
- Other program or event-related activities.

The Program Lead is responsible for ensuring that event-related Uber transportation is necessary, appropriately budgeted and consistent with the approved event or program plan.

Where an event involves multiple individuals travelling to the same destination, the Program Lead should coordinate transportation and consider shared rides or another transportation solution where practical and appropriate.

7. Tips

A tip of **up to 15%** may be provided for an UberX trip charged to the organization.

Tips above 15% are not an allowable organizational expense and will not be reimbursed or paid by the organization.

Employees are expected to exercise reasonable judgment when providing tips and should not use alternative charges or payment methods to circumvent this limit.

8. Safety

Safety takes priority over cost.

Employees and representatives should:

- Confirm the vehicle, licence plate and driver information before entering the vehicle;
- Use the Uber app's safety features where appropriate;
- Avoid entering a vehicle that does not match the information displayed in the app;
- Follow applicable organizational travel and safety policies;
- Exercise appropriate judgment regarding travel at night or in unfamiliar locations; and
- Report any significant safety concern or incident to their manager or the appropriate organizational contact.

No employee is expected to compromise their personal safety in order to comply with a transportation cost requirement.

9. Transportation of Athletes, Minors and Participants

Where employees or representatives are responsible for transporting athletes, minors or other participants, transportation must comply with the organization's applicable safeguarding, travel, screening and participant protection policies.

As required by organizational policy or applicable law, individual employees should not transport a minor participant alone.

For organized team or event transportation, the appropriate Lead should establish an appropriate transportation plan in advance.

10. Personal Use

The organization's Uber Business account is intended solely for authorized organization business.

Personal transportation must not be charged to the organization.

Employees are responsible for ensuring that personal trips are booked through their personal Uber account and paid personally.

11. Expenses and Receipts

Where Uber is charged directly to the organization's account, the electronic trip receipt will be retained through the Uber Business platform or other approved organizational records.

Employees must not submit an organizational Uber trip for reimbursement as an additional expense.

Employees should review trip records regularly and promptly notify Finance of any incorrect, unauthorized or duplicate charges.

12. Additional Charges and Trip Changes

Employees are expected to use reasonable judgment and avoid unnecessary charges, including:

- Unnecessary waiting time;
- Unnecessary additional stops;
- Trip changes unrelated to the business purpose; or
- Charges resulting from avoidable errors.

Where an additional charge is necessary for legitimate business purposes, the employee should ensure that the business purpose is appropriately documented.

13. Personal Vehicles and Mileage

This policy does not replace the organization's policy regarding use of personal vehicles.

Where an employee chooses to use a personal vehicle for business travel, reimbursement will be handled in accordance with the organization's applicable mileage and vehicle expense policy.

Employees must not claim both mileage and Uber expenses for the same trip.

14. Prohibited Uses

Organizational Uber accounts and funds must not be used for:

- Personal transportation;
- Trips booked through a personal Uber account and subsequently submitted for reimbursement;
- Uber services other than UberX, unless expressly pre-authorized;
- Tips exceeding 15%;
- Transportation of unauthorized individuals where there is no legitimate business purpose;
- Recreational or social travel unrelated to organization business;
- Unapproved upgrades or additional services;
- Circumventing organizational spending limits or approval requirements; or
- Any activity contrary to law or organizational policy.

15. Authorization and Accountability

Routine business transportation may be undertaken where it falls within an employee's normal responsibilities and approved travel.

All event-related transportation requires pre-authorization from the appropriate Program Lead.

Additional approval may be required for:

- Unusual or significant transportation costs;
- Any exception to the UberX requirement;
- Large-scale group transportation; or
- Transportation outside an employee's normal business activities.

Program Leads and managers are responsible for ensuring that transportation expenses within their area are reasonable, necessary and aligned with approved budgets.

16. Financial Controls

The organization reserves the right to establish:

- Individual, program or departmental spending limits;
- Cost centres and project codes;
- Approval thresholds;
- Usage restrictions; and

- Periodic reviews of Uber usage and expenditure.

Finance may review organizational Uber activity to identify personal, excessive, duplicate, unauthorized or otherwise inappropriate expenses.

17. Privacy and Information

Employees must use organizational Uber accounts in accordance with applicable privacy and information-security policies.

Business travel information should only be accessed, retained and shared for legitimate organizational purposes.

18. Exceptions

Any exception to this policy must be approved in advance by the CEO or designate.

Exceptions may be considered where there is a legitimate business, operational, accessibility or safety reason.

Any approved exception should be documented, including the reason for the exception and the individual providing approval.

19. Non-Compliance

Use of Uber contrary to this policy may result in the expense being denied or recovered from the individual and may result in further action under applicable organizational policies.

The organization may also restrict or suspend an individual's access to the organizational Uber Business account where there is repeated or significant non-compliance.

20. Review

This policy will be reviewed periodically by management to ensure that it remains appropriate, cost-effective and aligned with the organization's travel, expense, privacy and safety requirements.