



Imasco

AIR TRAVEL - "NEW POLICY"

Air Canada having decided to become the first major North American airline to introduce total non-smoking flights, thus severely restricting the number of its flights available to Canadian smokers, the Imasco Limited travel policy is modified as follows, effective immediately:

1. where employees travel on company business, Air Canada must be the last choice of airline for such travel. The travel agency booking reservations for Imasco employees on Air Canada services will be required to verify their decision at the time the agency submits its invoice. They will be required to supply evidence that no other reasonable alternative was available for such trips. If an employee books a flight directly with Air Canada (not using a travel agency) he/she is expected to supply the same verification with their expense report.
2. no expense incurred on company business should be paid by using an En Route credit card and any company expenses so paid after today will not be reimbursed by the company.

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