

BUSINESS DEVELOPMENT BANK OF CANADA
Annual Report on Travel, Hospitality and Conference Expenditures
For the twelve months ended March 31, 2019
(in thousands)



BDC has a mandate to support Canadian entrepreneurs in building strong and competitive businesses.

Due to the nature of our mandate and the frequency of interactions in the market, BDC has implemented policies to maintain appropriate governance on allowable business expenses which are in line with the Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures.

In developing the Business Expenses Policy, BDC aims to:

- a. ensure the prudent stewardship of funds and the effective, efficient and economical use of resources;
- b. maintain the highest standards of integrity, accountability, transparency, values and ethics, in accordance with BDC's Code of Conduct, Ethics, and Values;
- c. align with the principles of the Directive on Travel, Hospitality, Conference and Event Expenditures of the Treasury Board; and
- d. establish effective travel planning, approval and reporting processes.

The following provides information on total BDC travel, hospitality and conference fees expenditures for the fiscal years ended March 31, 2019 and March 31, 2018.

	12 months F2019	12 months F2018	Variance to Prior Year
Travel			
Operational activities	5,360	4,630	729
Key stakeholders	4,541	4,199	341
Internal Governance	531	618	(87)
Training	918	1,011	(93)
	11,350	10,459	891
Hospitality			
Meals	3,025	2,740	285
Conference fees			
Registration fees	270	341	(72)
Total	14,645	13,540	1,104

-Travel expenses related to operational activities were \$729,000 higher in fiscal 2019 compared to fiscal 2018 mainly due to internal employee conferences, the purpose of which is to communicate and plan corporate objectives. These employee gatherings do not occur every year, there was a significant decrease in fiscal 2018 compared to fiscal 2017, therefore the increase in fiscal 2019 is in line with expectations.

-The increase in travel expenses related to key stakeholders of \$341,000 and the increase in hospitality meals of \$285,000 in fiscal 2019 compared to fiscal 2018 is explained by higher business development activities, which is in line with the growth in our level of activities and number of clients.