

Policy Information	
Policy No.:	AD-F-2.09
Approved By:	Executive Committee
Approval Date:	August 1, 2024
Executive Responsible:	VP Finance and Corporate Services
Administrator Responsible	Director, Finance
Date of Next Review:	August 1, 2029

TRAVEL AND EXPENSE CLAIM

Policy Statement

This policy and its related procedures define reasonable business and travel expenses and establish responsibility for approval of travel and reimbursements.

Purpose

The purpose of this policy is to establish standards for traveling on approved college business and to provide clear processes for travel requests, approvals, and reimbursements. This policy and procedures also promote economical and efficient travel and the mitigation of greenhouse gas emissions.

Scope

This policy applies to all College of New Caledonia ("CNC" or "the College") employees. It may also be used as a guide for board members and students who are approved to travel on college business.

Faculty travelling for the purpose of professional development under the joint Professional Development Committee (PDC) are expected to follow the PDC requirements and procedures. This policy is not meant to replace the PDC requirements.

Principles

1. The College is accountable for the use of public funds and will ensure travel for college business is both fiscally and environmentally responsible.
2. Employees will use their best judgement when incurring travel expenses to minimize costs and maximize benefit to the College.
3. Wherever practical, alternatives to travel, such as video/teleconferencing must be considered to save money and reduce greenhouse gas emissions.

4. The College will reimburse reasonable out of pocket expenses incurred while conducting approved college business.
5. All travel must be approved in advance of incurring any travel-related costs.
6. Shared expenses will be claimed by the most senior college employee in attendance.
7. Financial Services is responsible for the administration of this policy and related procedures.

Links to Other Related Policies, Documents and Websites

- [Travel and Expense Claim Procedures](#)
- [International Travel Approval Form](#)
- [Commercial Card \(C- Card\) AD-F-2.14](#)
- [Signing Authority AD-F-2.12](#)
- [Use of College Vehicles AD-FA-3.04](#)

Policy Amendment Log

Amendment Number:	Date:
0	November 1990
1	September 2007
2	November 2017
3	April 2018
4	August 1, 2024