

Procedure Information	
Related to 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 PROCEDURES

### Definitions

#### Commercial Accommodation

Paid lodging for an overnight or short-term stay provided by a hotel, motel, serviced apartment, bed and breakfast, or similar establishment.

#### International Travel

Travel to any country outside of Canada.

#### Local Travel

Travel within the province of British Columbia (BC).

#### Meal Periods

The period when a meal is normally consumed.

Breakfast 6:00 am - 8:00 am

Lunch 11:30 am - 1:30 pm

Dinner 5:00 pm - 7:00 pm

#### Out of Province Travel

Travel outside of BC but still within Canada.

#### Private Lodging

Overnight accommodation that is not in a commercial establishment but rather at the home of a relative, friend or acquaintance.

#### Remote Location

For the purpose of this policy, a location 200 km or more from the nearest municipality, or a location only accessible by forest service road of at least 100 km.

## **Procedures**

### General Administration

1. Whenever possible, employees must use a CNC issued credit card (C-Card) to book and pay for airfares and hotels.
2. Employees temporarily stationed in a remote location will be paid a living allowance equivalent to the daily meal allowance.

### Travel Pre- Approvals

3. Employees travelling on college business must receive approval prior to travel and before incurring any related costs.
  - 3.1. The department will maintain a record of approved travel for insurance and emergency contact purposes.
4. Local travel requires pre-approval from:
  - 4.1. the employee's direct supervisor.
5. Out of province travel requires two levels of pre-approval:
  - 5.1. first by the employee's direct supervisor,
  - 5.2. second by the appropriate executive committee member.
6. Out of country travel requires three levels of pre-approval:
  - 6.1. first by the employee's direct supervisor,
  - 6.2. second by the appropriate executive committee member,
  - 6.3. third by the president.

### Travel Advances

7. Travel advances are available for out-of-pocket expenses totaling \$200 or more.
8. Requests for travel advances must be received by Financial Services at least two weeks before the start of the trip.

### Transportation

9. The most efficient and economical mode of transportation will be used.
10. Whenever possible, flights will be booked early to take advantage of reduced airfare costs.

11. Air travel will be booked in economy class.
  - 11.1. Business/executive class air travel may be authorized for individual flights where total flight time exceeds nine (9) continuous hours.
12. Individuals preferring to travel by road when air transportation is available will be responsible for any additional travel time, accommodation, and meal expenses incurred because of this choice.
  - 12.1. Reimbursement will not be more than the cost of a pre-booked economy airfare at the time the travel is requested.
13. When traveling by road, it is recommended that employees use college vehicles or rental vehicles rather than personal vehicles, except in extenuating circumstances. Use of a personal vehicle requires pre-approval from the employee's supervisor.
  - 13.1. The employee will submit a written request to their supervisor outlining their reasons for using a personal vehicle. The supervisor will assess the request considering cost-effectiveness, safety, and any other relevant factors. If the request is approved, the employee is responsible for ensuring they have a valid driver's license and adequate vehicle insurance coverage for using their personal vehicle on college business.
14. If an employee travels in a personal vehicle, all costs incurred as the result of a collision or other damage to the vehicle or its contents are the responsibility of the traveler. Examples include the insurance policy deductible, loss or damage of personal property, and costs incurred while the vehicle is undergoing repairs.
15. Employees using personal vehicles will be reimbursed at a designated rate per kilometer according to the BC Government rates found in Appendix A.
  - 15.1. Mileage is calculated using the employee's regular campus as the start and end point.
16. Rental vehicles may be used as long as:
  - 16.1. the cost is not greater than that of using other means of transportation; or
  - 16.2. the car is necessary to conduct college business effectively and efficiently.
17. Drivers are responsible for parking fines, traffic violations, and impoundment and towing fees when driving a privately owned, or college owned, rented, or leased vehicle.
18. Employees are expected to carpool where practical to minimize costs and the production of greenhouse gas emissions.

### Accommodation

19. Commercial accommodation will be booked using the BC Government rates and agreements whenever possible.
20. Commercial overnight accommodation will be reimbursed at the single occupant rate.
21. Where private lodging is used instead of commercial accommodation a fixed dollar allowance per night will be paid according to the BC Government rates found in Appendix A.
  - 21.1. Any additional travel expenses due to this location (compared to those that would be incurred staying at the most reasonable commercial accommodation in the vicinity of the meeting) will be the travelers' responsibility.

### Meals and incidentals

22. Meals will be reimbursed at the BC Government rate found in Appendix A.
  - 22.1. Meals may be claimed for meal periods that start after travel begins and before travel ends.
  - 22.2. Meals which are included in registration fees or otherwise provided free of charge must not be claimed as a meal per diem.
  - 22.3. College C-Cards cannot be used for meal purchases.
  - 22.4. Receipts are not required to claim meal per diems.
23. Reasonable miscellaneous expenses incurred while travelling (such as one checked bag fee, registration fees, and parking fees) will be reimbursed. Receipts are required to claim reimbursement.
24. When an employee for whom travel is not part of their normal job duties is required to travel, other unavoidable out of pocket expenses may be paid. These expenses must be pre-approved and receipts are required to claim reimbursement.

### Combining College with Personal Travel

25. Employees wishing to combine college and personal travel must have their vacation leave request approved by their supervisor before making travel arrangements.
26. Employees are responsible for all costs of personal travel (for example, extending trips or excursions for personal benefit).

27. Employees are responsible for all travel expenses incurred by family members or other travel companions not traveling on approved college business.

#### Reimbursement Process

28. Employees will be reimbursed for travel expenses as follows.
- 28.1. The employee will complete the travel claim form and provide receipts where required.
  - 28.2. This form must be signed by the employee's direct supervisor and approved by an individual with appropriate financial signing authority for the trip.
    - 28.2.1. If the actual cost of the trip is more than 20% greater than the total estimate of the initial request, it must be re-approved by the financial signing authority.
  - 28.3. Multiple trips occurring within the same week may be submitted on the same Travel Claim Form.
29. The employee will submit the travel form and all required receipts to Accounts Payable within 30 days of the completion of the trip.
- 29.1. All charges and copies of receipts that were paid using a College C-Card will be listed in the column "Charged to C-Card".
  - 29.2. Accounts Payable will process reimbursement of employee paid expenses within seven (7) working days of receipt of completed travel documentation.

#### **Links to Other Related Policies, Documents, and Websites**

- Appendix A - Travel and Expense Claim Reimbursement Rates
- [BC Government Travel Allowances](#)
- [BC Government Daily Vehicle Rentals](#)
- [Commercial Card \(C-Card\) AD-F-2.14](#)
- [Signing Authority AD-F-2.12](#)
- [Use of College Vehicles AD-FA-3.04](#)

## Forms

- Travel Form - [Financial Services Forms](#)

## Procedure Amendment Log

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