



College Policy & Procedures Manual	
Category	Finance
Policy #	3.2.5 Travel & Expense Claims

3.2.5 Travel & Expense Claims

POLICY

Expenses incurred while discharging College of the Rockies (the “College”) duties and responsibilities are reimbursable.

PURPOSE

The College wishes to reimburse reasonable expenses incurred during the execution of duties using criteria that are consistent with public sector guidelines.

SCOPE

This policy applies to all employees, Board members and students claiming expenses incurred while participating in approved College business activities.

DEFINITIONS

Travel Request Form: The form that is to be completed in advance of the proposed travel.

Essential Documents Register: The register that is to be completed prior to the approved travel outside of Canada. This includes enrolment in the College’s institutional medical insurance plan.

Travel Expense Claim: The form that is to be completed upon return to the College from domestic travel.

International Expense Claim: The form that is to be completed upon return to the College from International Travel.

GUIDELINES

A.1 Travel Requests

- A.1.1 Employees’ travel must be pre-approved by the appropriate signing authority. The Board Chair will approve travel for the President. Employees will book travel following the process outlined in Appendix “D”.
- A.1.2 Employees who hold positions with College-wide/multi-campus responsibilities are not required to complete a travel request form for travel within the College region while discharging their regular duties and responsibilities.

- A.1.3 College Board members shall indicate their travel requirements to the Executive Assistant to the Board, who will prepare the required Travel Request Form and forward to the Board Chair for approval in the case of Board Members and to the Chair of the Finance Committee of the Board in the case of the Board Chair. The Executive Assistant to the Board shall book travel for Board members upon receipt of approval following the process outlined in Appendix “D”.
- A.1.4 Board members are not required to complete travel request forms for travel within the College region while discharging their duties and responsibilities as Board members.
- A.1.5 The Travel Request Form shall be supported by explanatory documentation (e.g., a copy of the agenda and/or promotional brochure or website information sheet providing an outline of the proposed travel activity including a description of the activity, schedule, location, a detailed list of all costs and items covered by registration, and a copy of the flights and costs available).
- A.1.6 The College, through the Controller’s office, will monitor all College travel.

A.2 Essential Documents Register

- A.2.1 All College employees and students are required to complete an Essential Documents Register including enrolment in the College’s institutional medical insurance plan for all College approved travel outside of Canada.

A.3 Booking Process

- A.3.1 Travel should not be booked prior to receiving approval. Individuals may be held responsible.
- A.3.2 Advanced booking should be well in advance of the known travel departure date in order to ensure lowest prices and availability.
- A.3.3 Employees will book approved travel using their personal credit/debit cards. In a situation where an employee does not have a personal credit card, special arrangements can be made through the office of the VP Finance & Corporate Services.
- A.3.4 Employee / Board member travelling internationally on COTR approved business are permitted to use COTR credit cards for travel expenses. Members of COTR’s President’s Council have the option of using COTR credit cards for domestic and international travel.
- A.3.5 The College shall distribute an outline of procedures, attached hereto in Appendix “D”.

A.4 Travel Advance

- A.4.1 A cash advance (minimum of \$100) will be available to an employee/Board member who will be significantly out-of-pocket for a reimbursable expense.
- A.4.2 Sufficient time (two (2) weeks) must be provided to permit a cash advance to be processed through the regular cheque run procedure.

A.5 Travel Expense Claims

- A.5.1 Claims shall be made using the *Travel Expense Claim* form (Appendix "B") or the *International Claim Form* (Appendix "C"). The form shall be completed by the employee/Board member upon return to the College and submitted to the appropriate signing authority for approval as per A.1.1 and A.1.2.
- A.5.2 For the purpose of claiming an expense, each employee will be assigned a "normal place of assignment." This place will normally be the College campus where that individual is expected to discharge the highest proportion of his duties and responsibilities in the case of a College employee, and his city/town of residence in the case of a College Board member.
- A.5.3 Cancelled Flight Reimbursement: To be eligible for reimbursement, the flight cancellation and/or change fees must result from external meeting cancellations/changes, College operational requirements or extreme personal situation). Travel credits are to be used as permitted by the airline.
- A.5.4 Except as otherwise provided, each employee/Board member shall claim his own expense.

A.6 Expenses Reimbursed by Others

- A.6.1 Where expenses are reimbursable by an organization other than the College, the employee/Board member will clearly indicate on the *Travel Request Form* (Appendix "A") that the expense is refundable. "Funding: __ COTR __ Other (provide details)"
- A.6.2 To effect quick reimbursement to the employee/Board member, the employee/Board member will claim expenses directly from the College of the Rockies and the College will then claim a refund from the other organization, as follows:
- a. The employee shall submit the following documentation to the appropriate signing authority for approval who will forward to Financial Services for processing:
 - An *Expense Claim* form with photocopies of receipts for immediate reimbursement of travel expenses by the College and a photocopy of the Request to Invoice; and
 - A *Request to Invoice* form and original receipts regarding the claim.

- b. The *Expense Claim* and *Request to Invoice* shall respect the practices (including the rates) of the organization to which the claim is being made; College claimants will not be reimbursed for eligible expenses at lower than posted College rates.

A.6.3 Where the external party will not accept direct College invoicing, the employee (or the Executive Assistant to the Board in the case of a Board member) will not submit a claim to the College, but submit the claim directly to the external party for those expenses covered by the external party.

A.7 Supporting Documentation

A.7.1 A detailed invoice and/or receipt that fully describes each expense (a charge card receipt is not acceptable), shall be attached to the *Expense Claim Form* to support expenses.

A.7.2 A copy of the original approved *Travel Request Form* shall be attached to the *Travel Expense Claim* or the *International Expense Claim* as a required part of supporting documentation submitted for approval for payment. For International, all boarding passes, National Joint Council, ITB rates, and the exchange rate should be included as evidence.

A.8 Transportation

A.8.1 The most economical, practical, methods and type of transportation (flight, vehicle rental (see Appendix "D"), use of personal vehicle, or Net Meetings, etc.) shall be used whenever possible. When more than one method or type of transportation or meeting attendance is available and reasonably usable, the College will reimburse the expense associated with the most economical method or type.

A.8.2 Charges for parking tickets, speeding tickets, and other charges for traffic and vehicle violations and offenses will not be paid for by the College (i.e., will not be charged on a College Visa or other College credit card), nor will they be reimbursed by the College.

A.8.3 Travel by Private Vehicle

A.8.3.1 Where personal vehicle use has been approved, operating expenses may be reimbursed at a standard rate that will be all-inclusive for a standard distance (Appendix "B" or map, e.g., BC/Alberta published Map.) The claimable distance will be the most direct route from an individual's normal place of employment to his destination(s), e.g., Cranbrook to Calgary map mileage return.

A.8.3.2 In case of travel by personal vehicle, the employee/Board member will be reimbursed the standard km rate or the advanced booking airfare flight cost, whichever is less.

A.8.3.3 Insurance:

1. Employees/Board members travelling on College business and claiming the vehicle allowances are asked to insure their vehicles with appropriate 'business' coverage as the College does not carry such insurance on their behalf.
2. Employees/Board members travelling in excess of six calendar days per month on College business may apply for reimbursement of the difference between personal/work and business insurance rate.

A.8.3.4 A 'receiptable' expense for parking will be reimbursable.

A.9 Meals

A.9.1 Except as otherwise provided (e.g., A.12) or for International travel, expense for a meal will be reimbursed at a standard rate that will be all-inclusive (see Appendix "B".)

A.9.1.1 Expenses for meals in the United States of America will be reimbursed at the same standard rate (Appendix "B") but will be paid in US dollars.

A.9.1.2 Expenses for a meal outside Canada and the United States of America will be reimbursed at a rate pre-approved by the appropriate signing authority. The rate will not exceed Government of Canada's Treasury Board guideline rates.

A.9.1.3 Expenses for a meal, when hosting a College guest for business purposes, or when incurred by an employee as part of a scheduled meeting, will be reimbursed at the actual amount. The amounts claimed should be reasonable and appropriate to the occasion and with the following provisions:

- a) The consumption of alcoholic beverages is a matter of personal judgment and is neither encouraged nor condoned by the College. A maximum of one (1) alcoholic drink per person at dinner only will be reimbursable if consumed with the evening meal.
- b) Tipping is also a matter of personal judgment. The College recommends a maximum of 15% of the amount for food and refreshments.
- c) A copy of the restaurant bill itemizing food and beverage selections and amount of tip is required.

A.9.1.4 Meals will not be reimbursed when included/provided by hotel or on airline flight.

A.10 Accommodation

A.10.1 Employees (or the Executive Assistant to the Board in the case of a Board member) shall book accommodation, at the provincial government rate, directly with the property.

A.10.2 Where provincial government rates are not available or where the property's advertised provincial government rate is excessive, the employee (or the Executive Assistant to the Board in the case of a Board member) will search for alternate accommodation at an acceptable provincial government or lower rate that will not result in additional travel costs (e.g., taxi).

A.10.3 Employees/Board members using personal accommodation, i.e., staying with family or friends, may claim for a \$25 per diem grant in lieu of hotel accommodation.

A.11 Other Expenses

A.11.1 In the instance of a unique or extraordinary expense, or an expense where there may be a question as to whether or not it will be reimbursable, the employee/Board member shall discuss the matter with the appropriate signing authority before incurring the expense.

A.12 Non-Reimbursable Expenses

The following is a non-definite list of expenses that are not reimbursable:

- a. Taxi or other transfer fees used to facilitate personal business.
- b. Personal entertainment charges such as movies, admissions, etc.
- c. Alcoholic beverages, other than as specified in this policy.
- d. Per Diem meal allowance, where another party is paying (e.g., meals included in cost of registration, provided by meeting organizers, or included in hotel costs).
- e. Expenses for snacks and refreshments, except when taken with meals.

f. Telephone:

- Domestic travel: Expenses for personal telephone calls will not be reimbursable.
- International travel: Expenses for personal telephone calls will normally be reimbursable when pre-approved by the appropriate signing authority and as per the Government of Canada's Treasury Board directive, 3.4.6 Home Communication: *Over each contiguous three-day period away from home, employees shall be reimbursed the equivalent of one ten-minute phone call home, based on receipts. When satellite communication systems are available and used, the phone call shall be limited to five minutes.*

g. Cleaning and Washing Clothes, Porterage, etc.

- Domestic travel: Expenses for cleaning and washing clothes, portorage, and other similar incidentals will not be reimbursable.
- International travel: Expenses for basic incidentals will be reimbursed at a lump sum rate pre-approved by the appropriate manager. The rate will not exceed the Government of Canada's Treasury Board guideline rates.

h. Except as otherwise provided, tips and other gratuities will not be reimbursable.

i. The College will not reimburse expenses incurred as a result of a motor vehicle accident or insurance deductible amounts. The standard km rate is all inclusive.

j. Advance airline seat booking and/or seat upgrade charges.

k. Additional day(s) travel expenses beyond the length of the activity.

l. Additional flight expenses for personal side trips or layovers.

m. Hotel 'no show' charges for failure to cancel reservations in advance of the hotel's deadline.

n. Traffic violations, including parking tickets.

o. Additional accommodation expenses (e.g., single to double occupancy not required by the College, e.g., accommodating a family member).



TRAVEL REQUEST FORM

Name: Residence Phone:
 Email:

TRAVEL REQUEST

Date	Time	From	To	Mode
<input type="text"/>	<input type="text"/>	Select or type...	Select or type...	Select or type...
<input type="text"/>	<input type="text"/>	Select or type...	Select or type...	Select or type...
<input type="text"/>	<input type="text"/>	Select or type...	Select or type...	Select or type...
<input type="text"/>	<input type="text"/>	Select or type...	Select or type...	Select or type...

Is this travel outside of Canada? Yes No

Purpose:

(attach explanation documentation)

TRAVEL RESERVATIONS

	Predicted Costs
<input type="checkbox"/> Airplane <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Automobile <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Hotel <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Personal Accommodation (\$25 per diem) <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Meals <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Registration <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (specify) <input type="text"/>	<input type="text"/>
TOTAL	\$0.00

TRAVEL ADVANCE: (Minimum \$100, round off to multiple of \$25) 10-00-000000-1105

Reason:

PROPOSED COSTING:

	\$	Approvals:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7305 PD	7330 Recruitment	8320 Regional Travel	8323 Articulation	8350 Non-Regional Travel	8351 St. Field Trip
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FUNDING: COTR Other (provide details below):

Applicant: Position: Date:
Approved by: Position: Date:



TRAVEL EXPENSE CLAIM

Name:

Email:

Address:

Purpose of Travel:

Location: From: To:

EXPENSES CLAIMED

1. TRANSPORTATION

(a) Automobile *(Complete Automobile & Meal Details section below)* \$0.00

(b) Taxi, Transit, Ferry

(c) Airfare

(d)

2. ACCOMMODATION & PER DIEM

(a) Hotel (Room only)

(b) Personal accommodation (\$25 per diem grant in lieu of hotel)

(c) Meals

Breakfast	<input type="text"/>	X	\$ 9.00	
<i>(out of region)</i>	<input type="text"/>	X	\$ 11.00	
Lunch	<input type="text"/>	X	\$ 12.00	
<i>(out of region)</i>	<input type="text"/>	X	\$ 14.00	
Dinner	<input type="text"/>	X	\$ 20.00	
<i>(out of region)</i>	<input type="text"/>	X	\$ 25.00	<input type="text"/>

3. OTHER

(a) Telephone (Business Calls Only)

(b) Parking

(c) Registration Fee

(d)

(e)

(f)

Total \$0.00

Less: Advance Received

Net Claim \$0.00

IF REQUIRED RECEIPTS ARE NOT ATTACHED, REIMBURSEMENT MAY NOT BE MADE

EMPLOYEE SIGNATURE CODE

DATE

APPROVAL SIGNATURE

DATE

DR.

DR.

DR.

DR.

TRAVEL ADVANCE RECEIVED

CR. 10-00-000000-1105

Standard inter-community distances including intra-community travel for claiming standard vehicle allowance:

356	414	377	343	263	266	248	130	Golden
254	294	257	223	143	146	128	Invermere	
141	202	165	131	29	18	Kimberley		
127	188	151	118	16	Airport			
111	172	135	102	Cranbrook				
213	70	34	Fernie					
247	37	Spanwood						
284	Elkford							
Creston								



Record of KM and Meals for the Month of:

Meal Allowance:

	In Region:	Out of Region:
Breakfast	\$ 9.00	\$ 11.00
Lunch	\$ 12.00	\$ 14.00
Dinner	\$ 20.00	\$ 25.00

Auto mobile & Meal Details:

Date	From	To	Trip	KM	Meals			Purpose of Travel
					B	L	D	
<input type="text"/>	Select or type...	Select or type...	Select...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total				<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Automobile (Total KM x \$0.49)				<input type="text" value="50.00"/>				



INTERNATIONAL TRAVEL EXPENSE CLAIM

Name:

Email:

Address:

Purpose of Travel:

Location(s): From: To:

EXPENSES CLAIMED (Note: Complete reverse side and attach required receipts)

1. TRANSPORTATION

(a) Automobile KM. @ \$0.49 /KM. \$0.00

(b) Taxi, Transit, Ferry

(c) Airfare

2. ACCOMMODATION & PER DIEM

(a) Hotel (Room only)

(b) Personal accommodation (\$25 per diem grant in lieu of hotel)

(c) Meals ¹ & Incidentals Total (complete meal allowances) \$0.00

3. OTHER

(a) Telephone ²

(b)

(c)

(d)

(e)

SIGNATURE

DATE

Total \$0.00

Less: Advance Received

Net Claim \$0.00

NOTES: (1) PER DIEM NOT TO BE CLAIMED IF EXPENSING A HOSTED MEAL OR IF HOSTED
 (2) REIMBURSEMENT MADE FOR PRE-APPROVED PHONE CALLS AS PER COTR POLICY B.7.f

APPROVAL SIGNATURE

DATE

CODE DR.


CODE DR.

CODE DR.

CODE DR.

TRAVEL ADVANCE RECEIVED

CR. 10-00-000000-1105

Standard inter-community distances including intra-community travel for claiming standard vehicle allowance:								 Record of KM and Meals for the Month of: <input type="text"/>	
356	414	377	343	263	266	248	130		Golden
254	294	257	223	143	146	128			Invermere
141	202	165	131	29	18				Kimberley
127	188	151	118	16					Airport
111	172	135	102						Cranbrook
213	70	34	Fernie						In Region:
247	37	Sparwood							Out of Region:
284	Elkford								Breakfast \$ 9.00 \$ 11.00
Creston									Lunch \$ 12.00 \$ 14.00
								Dinner \$ 20.00 \$ 25.00	

Auto mobile & Meal Details:

Date	From	To	Trip	KM	Purpose of Travel
<input type="text"/>	Select or type...	Select or type...	Select...	<input type="text"/>	<input type="text"/>
TOTAL CANADIAN KMS				<input type="text" value="0"/>	

Canadian MEAL ALLOWANCES (per diem)						
Date	Location	B/Bast	Lunch	Dinner	Daily Total	COST CODE
	City	Amount	Amount	Amount	in CAD \$	(for International office use)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>

International MEALS and INCIDENTAL ALLOWANCES (per diem)									
Date	Location	B/Bast	Lunch	Dinner	Incidental	Daily Total	Exchange	Daily Total	COST CODE
	City, Country	Currency	Amount	Amount	Amount	(if applicable)	(In foreign currency if applicable)	Rate	in CAD \$
									(for International office use)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	0.00

NOTES:

- * COTR uses the Federal Government's National Joint Council rates for international travel including the USA; attach a hard copy of the cities in which you are travelling http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng
- * incidental claims are provided only internationally to cover a number of expenses not otherwise provided for, such as laundry, snacks, gratuities, and non-prescription medications
- * attach an exchange rate reference document (e.g. Visa's (if dated) Foreign Exchange website etc...) in a hard copy with your expense claim
- * claims may only be made when not hosted by partner or where a meal is not included on a flight or from a hotel
- * incidental allowances are calculated as per the city you wake up in

TOTAL

EMPLOYEE TRAVEL PROCESS

1. **Request:** Submit a fully-completed Travel Request Form, including cost codes, estimated costs and required backup documentation, to the required Signing Authority for approval.
2. **Approval:** the Signing Authority shall review and approve or deny travel expenses for the requested activity and shall return a copy of the approved/signed Travel Request Form to the employee. If a travel advance has been requested, a copy shall be forwarded to Financial Services for processing.
3. **Bookings:** Upon receipt of the approved Travel Request Form, book your travel, by lowest cost available, as follows:
 - a. **Airline Travel:** online or by phone with the airline. The airline will email electronic tickets back to the employee.
Bookings shall be made a minimum of 10 days in advance of the intended flight to ensure lowest cost and availability.
Pacific Coastal: www.pacificcoastal.ca 1-800-663-2872
Air Canada: www.aircanada.ca 1-888-247-2262
 - b. **Hotels:** book online or directly with the property, requesting the Provincial Government rate.
 - c. **In-Province Vehicle Rentals:** book vehicles online or directly with the rental agency, requesting the Province's Daily Vehicle Rental Corporate Supply Arrangement rate (CSA).
<http://www2.gov.bc.ca/gov/topic.page?id=0FFE788DB8A94A8394D4AB73BDE880F4>
Click Daily Vehicle Rental Suppliers by Community for CSA rate. The CSA agreements are for short-term rentals (up to 30 days) of light vehicles within BC. They are restricted to business travel only.

Note: All required insurance is already included for in-province business travel for vehicles rented under the Province's Vehicle Rental CSA. **Do not** accept **any** insurance offers made by the rental company. In case of an accident, no claims for damage may be added to the rental contract. Advise the rental agency within 24 hours of the accident and request that the claim be submitted to the College for adjustment and payment. The Signing Authority and Contract & Risk Management Advisor must also be immediately advised of the accident.

Ensure that the vehicle's gas tank is full and top up the tank just before drop off.

Out-of-Province/Out-of-Country Vehicle Rentals: as out-of-province/out-of-country vehicle rentals cannot be rented under the Province's Vehicle Rental CSA, **vehicle insurance is not included**. Please contact the Contract & Risk Management Advisor to confirm the appropriate insurance requirements.

d. Payment: Use your personal credit card to book College travel. You have the option of requesting a **Travel Advance** when submitting the Travel Request form to the signing authority for initial approval. Please contact the VP Finance & Corporate Services in situations where the employee does not have a personal credit card so that special arrangements can be made. Employees/Board members travelling internationally on College approved business are permitted to use College credit cards for travel expenses. Members of the College's President's Council have the option of using College credit cards for domestic and international travel.

e. Travel Advance: The employee/Board Member shall request the cash advance on the *Travel Request Form* (Appendix "A") and submit it to the appropriate signing authority for approval as per A.1.1. Once approved, a copy of the *Travel Request Form* will be submitted to the Financial Services department for payment processing.

f. Assistance: You may use a Travel Agency to book travel where there are multiple destinations or difficulties. Use of a Travel Agency shall require signing authority approval as this may involve an additional administration fee.

g. Essential Documents Register: All College employees and students are required to complete an Essential Documents Register including enrolment in the College's institutional medical insurance plan for all College approved travel outside of Canada.

h. Travel changes Travel changes will be considered in response to external changes in meeting dates/times or COTR requirements. Submit a written request to change, including an estimate of all additional costs, to the appropriate signing authority prior to making any change.

4. Cancellations: cancel your hotel and airline reservations immediately to ensure that you are not charged "no show" fees.

Travel Expense Claims

5.1 Cancelled Flight:

To be reimbursed for a cancelled flight, submit a travel expense claim with the approved travel request form and the original flight receipt to the appropriate signing authority for approval and to Financial Services for processing once approved. Flight credits must be used as permitted by the airline for College approved travel.

5.2 Travel Expenses:

a. Upon your return, submit a completed Travel Expense Claim Form (Appendix B) accompanied by the original approved Travel Request form, a Request to Invoice (where applicable) and all required receipts, to the original Signing Authority.

b. The Signing Authority shall review all claims to ensure compliance with travel procedures, the original request and allowable expenses, shall make required adjustments, and shall forward the approved Travel Expense Claim form with all supporting documentation to Financial Services for processing.

TRAVEL EXPENSE CLAIM RATES

Amended by the Executive Committee - effective October 1, 2008
(for travel on and after October 1, 2008)

Standard Travel Distances:

Standard inter-community distances, including intra-community travel for claiming standard vehicle allowance:

356	414	377	343	263	266	248	130	<i>Golden</i>
<i>254</i>	<i>294</i>	<i>257</i>	<i>223</i>	143	<i>146</i>	128	<i>Invermere</i>	
141	202	165	131	29	18	<i>Kimberley</i>		
127	188	151	118	16	<i>Airport</i>			
111	172	135	102	<i>Cranbrook</i>				
213	70	34	<i>Fernie</i>					
247	37	<i>Sparwood</i>						
284	<i>Elkford</i>							
<i>Creston</i>								

Miscellaneous distances:

Cranbrook-Banff 275 km; Cranbrook-Radium 143 km; Radium-Banff 132 km; Cranbrook-Nelson 221 km; Creston-Nelson 114 km; Sparwood-Radium 250 km; Golden-Radium 105 km; Golden-Banff 134 km; Cranbrook-Calgary 403 km; Cranbrook-Lethbridge 293 km; Cranbrook-Spokane 306 km
Province of BC Map.

Standard Vehicle Allowance Rate:

\$0.49

An individual traveling on College business and claiming the vehicle allowance is reminded to insure his/her vehicle with the appropriate "business" coverage as the College does not carry such insurance on his/her behalf.

Standard Meal Allowance Rates:

	College Region	Non-Region
Breakfast		
Lunch	\$9.00	\$11.00
Dinner	\$12.00	\$14.00
Total Per Diem	\$20.00	\$25.00
	\$41.00	\$50.00

- a) Meal allowances may not be claimed for those meals provided by other organizations.
- b) All travel shall be processed in accordance with College Procedures document 3.2.5 *Travel & Expense Claims*
- c) Employees/Board members using personal accommodation, i.e., staying with family or friends, may claim for a \$25 per diem grant in lieu of hotel accommodation.