

Title of Policy	Travel
Policy Number	3.2.5
Category	3 - Financial
Approval Body	College Policy Committee
Policy Sponsor	Vice President, Finance & Corporate Services
Operational Lead	Director, Finance
Approval/Effective Date	January 2023
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## CONTEXT AND PURPOSE

College of the Rockies (the “College”) wishes to reimburse reasonable expenses incurred during the execution of duties using criteria that are consistent with public sector guidelines. This policy intends to facilitate and support the College’s mission and activities while maintaining controls for accountability in the use of public and external funding.

## SCOPE

This policy applies to all employees, Board members, volunteers, and students claiming expenses incurred while participating in approved College business activities. This applies to all College funds including operating funds, professional development funds, ancillary services, grants, research grants, contracts, and other restricted accounts.

## DEFINITIONS

**International Expense Claim:** The form that is to be completed upon return to the College from International Travel to receive reimbursement for reasonable expenses.

**Kilometric Rate:** A fixed allowance per kilometre for the use of a personal vehicle which recognizes the expenses associated with operating a personal vehicle, for which no receipts are required (e.g., gas, insurance, repairs, and maintenance, etc.).

**Per Diem:** A fixed allowance for which no receipts are required.

**Reasonable Expenses:** Expenditures that demonstrate good judgement and due diligence and are defensible to an impartial observer.

**Reimbursable Expenses:** Expenditures that are eligible for reimbursement as outlined in this policy’s corresponding procedures document.

**Travel Expense Claim:** The form that is to be completed upon return to the College from domestic travel to receive reimbursement for reasonable expenses.

**Travel Request Form:** The form that is to be completed in advance of the proposed domestic and international travel to ensure that all expenditures are reasonable and will be reimbursed.

**Traveler:** The member of faculty, staff, Board of Governors, volunteer, or student who is the claimant and is the individual who is travelling on College approved business.

## **POLICY STATEMENTS**

### **A. TRAVEL REQUESTS**

- A. 1 Traveler's request must be pre-approved by the appropriate signing authority. The Board Chair will approve travel for the President. Travelers will book travel following the process outlined in the corresponding procedures document.
- A. 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. 3 College Board members shall indicate their travel requirements to the Executive Assistant of 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 the corresponding procedures document.
- A. 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. 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 the costs and items covered by registration, and a copy of the flights and costs available).
- A. 6 The College, through the Controller's office, will monitor all College travel claims.

### **B. INTERNATIONAL TRAVEL**

- B. 1 All travelers traveling outside of Canada must be enrolled in an international travel insurance plan that is to be arranged by the College. In order for travel insurance to be arranged by the College, all travelers must complete the documentation requirements outlined in the corresponding procedures document.

### **C. BOOKING PROCESS**

- C. 1 Travel should not be booked prior to receiving approval through completion of a Travel Request Form. Individuals may be held responsible for travel expenses that were not approved.

- C. 2 Advanced booking should be well in advance of the known travel departure date in order to ensure lowest prices and availability.
- C. 3 Majority of travelers will book approved travel using their personal credit/debit cards, see exceptions below (C.4 & C.5). In a situation where an employee does not have a personal credit card, special arrangements can be made through the office of the Vice President, Finance & Corporate Services.
- C. 4 College purchasing card holders travelling internationally on College approved business are permitted to use College purchasing cards for travel expenses. Please note that meals will be reimbursed on a per diem basis and if meals charged on purchasing card is in excess of per diem, the traveler will be responsible for reimbursing the College for the difference.
- C. 5 Members of the College's President's Council have the option of using College purchasing cards for domestic and international travel. Please note that meals will be reimbursed on a per diem basis and if meals charged on purchasing card is in excess of per diem, the traveler will be responsible for reimbursing the College for the difference.
- C. 6 The College shall distribute an outline of procedures.

**D. TRAVEL ADVANCE**

- D. 1 A cash advance (minimum of \$100) will be available to a traveler who will be significantly out-of-pocket for a reimbursable expense.
- D. 2 Sufficient time (two weeks) must be provided to permit a cash advance to be processed through the regular cheque run procedure.

**E. TRAVEL EXPENSE CLAIMS**

- E. 1 Claims shall be made using the process outlined in the corresponding procedures document.
- E. 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 their duties and responsibilities in the case of a College employees, and their city/town of residence in the case of a College Board member.
- E. 3 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.
- E. 4 Except as otherwise noted, each traveler shall claim their own expense. This is required to ensure transparent and accurate reporting of employee paid expenses in accordance with the Financial Information Act.

**F. SUPPORTING DOCUMENTATION**

- F. 1 A detailed invoice and/or receipt that fully describes each expense shall be attached to the *Travel Expense Claim* to support reasonable expenses. A credit card receipt is not acceptable.

F. 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. For International, National Joint Council, ITB rates and exchange rates should be included as evidence.

## **G. TRANSPORTATION**

G. 1 The most economical, practical methods of transportation (flight, vehicle rental, use of personal vehicle) shall be used whenever possible. When more than one method of travel or meeting attendance is available and reasonably usable, the College will reimburse the expense associated with the most economical method or type.

### **G. 2 Travel by Personal Vehicle**

G. 2. 1 Where personal vehicle use has been approved, operating expenses may be reimbursed at a kilometric rate that will be all-inclusive for a standard distance (outlined on Travel Expense Claim 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 their destination(s).

G. 2. 2 The kilometric rate will be in alignment with the Ministry of Finance's travel allowances and updated annually.

G. 2. 3 In case of travel by personal vehicle, the traveler will be reimbursed the standard kilometric rate or advanced booking airfare flight cost, whichever is less.

### **G. 2. 4 Insurance**

- Travelers travelling on College business and claiming the kilometric rate are asked to insure their vehicles with appropriate "business" coverage as the College does not carry such insurance on their behalf.
- Travelers 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 rates.

## **H. MEALS**

H. 1 Except as otherwise provided in the corresponding procedures document, all meal expenses incurred during domestic travel will be reimbursed at a per diem rate that will be all-inclusive.

H. 2 The meal per diem will be in alignment with the Ministry of Finance's travel allowances and updated annually.

H. 3 Expenses incurred during international travel in the United States of America will be reimbursed at the same per diem rate but will be paid in US dollars.

H. 4 Expenses incurred during international travel outside of the United States of America will be reimbursed at a rate pre-approved by the appropriate signing authority, not to exceed the [Government of Canada's Treasury Board guideline rates](#).

H. 5 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:

H. 5. 1 The consumption of alcoholic beverages is a matter of personal judgement 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.

H. 5. 2 Tipping is also a matter of personal judgement. The College recommends tipping 15% of the amount for food and refreshments.

H. 5. 3 A copy of the restaurant bill itemizing food and beverage selections and amount of tip is required as supporting documentation.

H. 6 Meals will not be reimbursed when included/provided by another party.

#### **I. ACCOMODATION**

I. 1 Travelers (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.

I. 2 Where provincial government rates are not available or where the property's advertised provincial government rate is excessive, the traveler (or the Executive Assistant to the Board in the case of a Board member) will search for alternative accommodation at an acceptable provincial government or lower rate that will not result in additional travel costs (e.g., taxi).

I. 3 Travelers using personal accommodation (e.g., staying with family or friends) may claim a per diem rate in lieu of hotel accommodation. The rate will be in alignment with the Ministry of Finance's travel allowances and reviewed annually.

#### **J. EXPENSES REIMBURSED BY OTHERS**

J. 1 Where expenses are reimbursable by an organization other than the College, the traveler will clearly indicate on the Travel Request Form that the expense is refundable.

J. 2 To effect quick reimbursement to the traveler, the traveler will claim expenses directly from the College and the College will then claim a refund from the external party. Upon return from travel, the traveler will submit a Travel Expense Claim in compliance with this policy, and a Request to Invoice to the external party.

J. 3 Where the external party will not accept direct College invoicing, the traveler (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.

**K. OTHER EXPENSES**

K. 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 traveler shall discuss the matter with the appropriate signing authority before incurring the expense.

K. 2 An example listing of unique expenses is provided in this policy's corresponding procedures document.

**RELATED POLICIES AND SUPPORTING DOCUMENTS**

3.2.5 Travel - Procedures

Travel Request Form

Travel Expense Claim

International Travel Expense Claim

[Government Hotel Rates Letter](#)

[Government of Canada – Daily Meal Rates at Locations Abroad](#)

[Ministry of Finance Travel Expenses](#)