



Title of Policy	Travel
Policy Number	3.2.5
Effective Date	April 2024

GUIDELINES/STEPS

A. DOMESTIC TRAVEL

For domestic travel, travelers are expected to book travel through their personal credit/debit cards, with the exception of President's Council members who are approved to book using College purchasing cards. In a situation where a traveler does not have a personal credit card, special arrangements can be made through the office of the Vice President, Finance & Corporate Services.

1. Travel Request Form will be completed by the traveler in advance of the booking, approved and coded by the appropriate signing authority. Included in the request should be:
 - a. A copy of the agenda, promotional brochure or website information sheet providing an outline of proposed travel activity, including a description of the activity, schedule, location, and detailed list of all costs covered by registration,
 - b. A copy of flight estimates, and
 - c. A copy of accommodation estimates.
2. If a travel advance is being requested, amount of advance will be indicated on the Travel Request Form and forwarded to accountspayable@cotr.bc.ca **at least two weeks** in advance of travel. Advance requests submitted less than two weeks in advance are not guaranteed to be paid in time.
3. After Travel Request Form is completed, traveler is responsible for booking their own travel.
4. Accommodations will be booked in compliance with policy 3.2.5 Travel.
 - a. Travelers are required to take advantage of government negotiated corporate rates under the Corporate Supply Arrangement (CSA).
 - b. Accommodations can be booked online or directly, requesting government rates.
 - c. Travelers using personal accommodation (e.g., staying with family or friends) may claim a per diem rate in lieu of hotel accommodation (F.5).
5. Transportation will be booked in compliance with policy 3.2.5 Travel.
 - a. It is the responsibility of the traveler to obtain the most economical airfare available consistent with the purpose of the trip.

- b. In-province vehicle rental – book online or directly with the rental agency, requesting the Province’s Daily Vehicle Rental CSA rate. CSA agreements are for short-term rentals (up to 30 days) of light vehicles within BC. They are restricted to business travel only. 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 event of an accident, no claims for damage may be added to the rental contract. Advise the rental company within 24 hours of the accident and request that the claim be submitted to the College for adjustment & payment. **The Signing Authority and Contract & Risk Management Advisor must also be immediately advised of the accident.**
 - c. Out-of-province rental – As out of province 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. If renting a vehicle, ensure that the vehicle’s gas tank is full and top up the tank just before drop-off.
- 6. During business related travel, you may be asked to provide proof of eligibility for accommodation or transportation at Provincial CSA Rates. Your College of the Rockies employee identification card can be used for proof.
 - 7. When the traveler returns to the College, Travel Expense Claim will be completed.
 - 8. It is the responsibility of the signing authority to ensure compliance with travel procedures, compare to the original request and make any required adjustments for not reasonable or non-reimbursable expenses. The Travel Expense Claim must be approved by the appropriate signing authority and submitted to accountspayable@cotr.bc.ca for reimbursement of reasonable expenses. The claim will be accompanied by the following:
 - a. Supporting documentation as described in the policy 3.2.5 Travel (receipts not required for meals to claim the per diem rate), and
 - b. Approved Travel Request Form with all supporting documentation.

B. BOOKING PROCESS - INTERNATIONAL TRAVEL

For international travel on College approved business, College purchasing card holders are permitted to use College purchasing cards for reimbursable expenses incurred. 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.

- 1. Travel Request Form will be completed by the traveler in advance of the booking, approved and coded by the appropriate signing authority. Included in the request should be:
 - a. A copy of the agenda, promotional brochure or website information sheet providing an outline of proposed travel activity, including a description of the activity, schedule, location, and detailed list of all costs covered by registration,

- b. A copy of flight estimates, and
 - c. A copy of accommodation estimates.
- 2. If a travel advance is being requested, amount of advance will be indicated on the Travel Request Form and forwarded to accountspayable@cotr.bc.ca **at least two weeks** in advance of travel. Advance requests submitted less than two weeks in advance are not guaranteed to be paid.
- 3. After Travel Request Form is completed, traveler is responsible for booking their own travel. Traveler 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 administrative fee.
- 4. Accommodations will be booked in compliance with policy 3.2.5 Travel.
 - a. Accommodations can be booked online or directly.
 - b. Travelers using personal accommodation (e.g., staying with family or friends) may claim a per diem rate in lieu of hotel accommodation (see F.5.f. below).
- 5. Transportation will be booked in compliance with policy 3.2.5 Travel.
 - a. It is the responsibility of the traveler to obtain the most economical airfare available consistent with the purpose of the trip.
 - b. Out-of-country vehicle rental – As out of province 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.
 - c. If renting a vehicle, ensure that the vehicle’s gas tank is full and top up the tank just before drop-off.
- 6. Insurance by the College must be obtained (regardless of any personal insurance the traveler has) in order to proceed with travel. Insurance will be arranged by the Manager, International Projects and Partnerships, or designate, once the traveler does the following:
 - a. Register using the Federal Government’s Registry of Canadians abroad.² Provide to the Manager, International Projects and Partnerships, or designate a copy of the PDF confirmation after completing the registration process. See: <https://travel.gc.ca/travelling/registration>
 - b. Review the Federal Government’s travel advisor for every country that the traveler will be visiting (although this is not necessary if travel is solely to the USA). Print and sign the first page of the advisory for every country in question and provide this to the Manager, International Projects and Partnerships, or designate. See: <https://travel.gc.ca/travelling/advisories>

- c. Carefully review and sign Risk Management Plan and Emergency Protocols for College Employees, including by providing information on two emergency contacts. Ensure that emergency contacts are informed that the traveler has listed them as emergency contacts. Provide a signed copy of the document to the Manager, International Projects and Partnerships, or designate.
 - d. Carefully review and sign the Communications Protocols for Employees Traveling Outside of Canada. Provide a signed copy of the document to the Manager, International Projects and Partnerships, or designate.
 - e. Provide a copy of traveler's passport to the Manager, International Projects and Partnerships, or designate.
 - f. Provide to the Manager, International Projects and Partnerships, or designate, a trip itinerary which indicates, at a minimum, (a) where the traveler will be and where the traveler will overnight during each day of the trip, and (b) how the traveler can be contacted during the trip.
 - g. Identify and indicate to the Manager, International Projects and Partnerships, or designate to whom at the College the traveler will check in with to ensure that the College knows that they have arrived at the places indicated in the itinerary.
 - h. Provide to the Manager, International Projects and Partnerships or designate a budget code for the costs of the travel insurance.
7. When the traveler returns to the College, International Travel Expense Claim will be completed. The per diem and kilometric rates claimed on the form will be in accordance with policy 3.2.5 Travel.
8. It is the responsibility of the signing authority to ensure compliance with travel procedures, compare to the original request and make any required adjustments for not reasonable or non-reimbursable expenses. The International Travel Expense Claim must be approved by the appropriate signing authority and submitted to accountspayable@cotr.bc.ca for reimbursement of reasonable expenses. The claim will be accompanied by the following:
- a. Supporting documentation as described in policy 3.2.5 Travel (receipts not required for meals to claim the per diem rate), and
 - b. Approved Travel Request Form with all supporting documentation.

NOTE: For all travel, Executive team members are discouraged from travelling together on the same airplane or by other modes of transportation.

C. CHANGES AND CANCELLATIONS

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

2. Cancellations: All cancellations should be completed immediately with accommodations/airlines to ensure that no fees are incurred.
3. Cancelled flights: 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, forwarding to accountspayable@cotr.bc.ca for processing once approved. Flight credits must be used as permitted by the airline for College approved travel.

D. REIMBURSABLE EXPENSES

The following is a non-definite listing of expenses that are reimbursable, subject to provision of supporting documentation:

- Parking fees
- 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](#), 6.11.12.1 Home Communication: *Employees on travel status will be paid, based on receipts, for a daily maximum equivalent to one five-minute personal telephone call. The maximum five minute per day telephone call is cumulative.*
- Cleaning/washing clothing and portage expenses incurred during international travel will be reimbursed at a lump sum rate pre-approved by the appropriate manager, not to exceed the Government of Canada's Treasury Board guideline rates
- Immunization fees when required for international travel

E. NON-REIMBURSABLE EXPENSES

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

- Traffic violations, including parking tickets
- Taxi or other transfer fees used to facilitate personal business
- Personal entertainment charges such as movies, admissions, etc.
- Alcoholic beverages, other than as specified in this policy
- 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)
- Expenses for personal telephone calls incurred during domestic travel
- Cleaning/washing clothing and portage expenses incurred during domestic travel
- Except as otherwise provided, tips and other gratuities will not be reimbursable
- Expenses incurred as a result of a motor vehicle accident or insurance deductible amounts
- Advance airline seat booking and/or seat upgrade charges
- Additional day(s) travel expenses beyond the length of the activity
- Additional flight expenses for personal side trips or layovers
- Hotel 'no show' charges for failure to cancel reservations in advance of the hotel's deadline
- Additional accommodation expenses (e.g., single to double occupancy not required by the College, such as accommodating a family member)
- Personal credit card fees or interest charges
- Lost tickets, cash, or personal property. Employees are responsible to ensure that their personal insurance provides adequate coverage for personal property
- Passport photos and passport application fees

F. PER DIEM & KILOMETRIC RATES

F. 1 Standard distances

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	Sparwood						
284	Elkford							
Creston								

F. 2 Miscellaneous distances:

Trip	Distance
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

F. 3 Standard kilometric rate

Standard kilometric rate	\$0.63
--------------------------	--------

F. 4 An individual travelling on College business and claiming the kilometric rate is reminded to insure their vehicle with the appropriate “business” coverage as the College does not carry such insurance on their behalf.

F. 5 Per diem rates

- a. Per diem meal allowances may not be claimed for those meals provided by other organizations.
- b. All travel shall be processed in accordance with policy 3.2.5 Travel.
- c. Per diem meal allowances are provided at Ministry approved rates as outlined below:

	Meal allowance
Breakfast	\$14.58
Lunch	\$16.87
Dinner	\$29.16
per day	\$60.61

- d. Meal expenses incurred during international travel in the United States of America will be reimbursed at the per diem rate above but paid in U.S. dollars.
- e. Meal 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](#).
- f. Travelers using personal accommodation may claim a \$38.41 per diem grant in lieu of hotel accommodations.