


Policy Name:	TRAVEL EXPENSES	 <b>coast mountain college</b>
Approved By:	Presidents Council	
Approval Date:	July 7, 2015	
Amendment Date:	N/A	
Policy Holder:	VP Corporate Services	
Policy Number:	FIN-001	
Category:	Finance	

## TRAVEL EXPENSES

### 1.00 PURPOSE

This policy establishes guidelines for reimbursing travel expenses incurred by College employees while on travel status for College business and establishes authority and criteria for pre-approval of travel requests for out-of-province travel. The policy helps ensure that travel expenditures are in keeping with the College’s goals, values, and fiscal obligations. This policy applies to all College employees, which includes staff, faculty, Board members, and contractors.

Where travel expense terms or rates are set out in Coast Mountain College’s collective agreements and are different from those set out here, the terms and rates of the applicable collective agreement will prevail.

### 2.00 PROCEDURES

See Appendix 1: “Procedures for Travel Expenses”

See Appendix 2: “Car Rental Supplement: Corporate Supply Arrangement (CSA)”

### 3.00 RELEVANT LINKS & RESOURCES

Business Travel Accommodation Listing	<a href="http://csa.pss.gov.bc.ca/businesstravel/">http://csa.pss.gov.bc.ca/businesstravel/</a>
Out-of-Province Vehicle Rental	<a href="http://csa.pss.gov.bc.ca/businesstravel/">http://csa.pss.gov.bc.ca/businesstravel/</a>
Daily Vehicle Rentals	<a href="https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals">https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals</a>
CSA Daily Vehicle Rentals Insurance Guide for Drivers	<a href="https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/goods-and-services-catalogue/csa-assets/vehicle-rentals-daily/insurance_guide.pdf">https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/goods-and-services-catalogue/csa-assets/vehicle-rentals-daily/insurance_guide.pdf</a>