



**Appendix 1:  
PROCEDURES FOR TRAVEL EXPENSES POLICY**

**1.00 TRAVEL STATUS**

Employees are considered to be on travel status if they are on College business away from their normal campus and have the approval of the College.

Travel status does not apply to employees performing temporary duties in a position outside of their assigned campus or centre. In the event of assignment of temporary duties in a different location, reimbursement for expenses and the terms for reimbursement must be pre-approved by the administrator responsible for the activity.

Employees are encouraged to use conference calls, videoconferencing or other means to avoid business travel whenever possible.

**2.00 APPROVAL FOR TRAVEL**

All employee travel must be approved. Each College department sets its own guidelines for approval for travel within Canada.

Expenses for faculty professional development are reimbursed in accordance with professional development committee procedures.

For international travel, prior written approval must be received from the appropriate member of the senior executive. International travel by members of the senior executive requires the prior written approval of the President.

**3.00 COMBINING COLLEGE TRAVEL WITH PERSONAL TRAVEL**

Travelers may combine College travel and personal travel with the approval of their supervisor. Prior to travelers scheduling indirect routes (interrupting business portions of a trip for personal travel or vice versa), the supervisor and the traveler must agree on a fair allocation of expenses for the trip. In no event will the College's portion of the expenses exceed what would have been charged had the personal travel interruption not occurred.

#### 4.00 REIMBURSABLE EXPENSES

The following expenses are reimbursable to Coast Mountain College employees while on authorized travel status:

##### 4.01 *Transportation*

Where alternative methods of travel are available that are comparable in convenience and timing, the most economical method of travel should be used. If a more expensive form of travel is used, the reimbursable amount will be limited to the cost for the most economical method of travel.

The cost of rental cars is reimbursable when they are required for College business. Taxis should be used instead when it's feasible and the cost would be less than the total cost of renting a car. The most economical model car that meets the travel needs should be selected. Mileage charges and gasoline charges are reimbursable. When renting a vehicle, please refer to Addendum #1, on page 6.

Groups travelling together should use shared expenses wherever possible, such as by carpooling or sharing a taxi.

##### 4.02 *Personal Vehicles*

Travel by private vehicle may be necessary to save time and/or costs. Reimbursement for costs are made to the driver only and are calculated by applying the mileage (kilometer) rate to the actual driving distance while on College business, by the most direct route. Distance between local centres is based on Travel Rates between Coast Mountain College Locations, which is available from the Finance department.

The mileage rate is set in the respective collective agreement. The mileage rate is intended to cover gas, maintenance, wear and tear, and insurance costs associated with operating a personal vehicle.

If personal vehicles are going to be used for College business, employees are advised to have the appropriate Autoplan coverage. Insurance costs for personal vehicles are not reimbursable.

Travel between employees' personal residence and their assigned campus is not reimbursable.

No reimbursement will be made for parking tickets, traffic fines, tow charges, repairs, or insurance deductions related to an accident.

#### 4.03 *Air travel*

The least expensive advance booking option for air travel that offers the required degree of flexibility should normally be chosen (usually “economy class”). “Business Class” or other more expensive options, if used, will be reimbursed at the estimated rate for economy class on the date of travel.

The following air travel expenses are reimbursable:

- One checked bag. Additional bags are not reimbursable. Travelers are encouraged to travel using carry-on luggage where possible.
- Cost for seat selection.
- Flight cancellation insurance, where there is a significant chance that the event requiring the travel will be cancelled or rescheduled.
- Parking at the airport unless it would exceed the cost of using a taxi to and from the airport.

The following air travel expenses are not reimbursable:

- More than one checked bag.
- Flight life insurance.

Frequent Flyer Points - Employees are expected to select the airline and booking options based on the most economical option and not based on which offers the most frequent flyer points.

Layovers - Layovers to achieve savings can be booked. However, accommodation, taxi, and meal costs for the additional layover day(s) will be reimbursed to an amount not to exceed the original savings.

#### 4.04 *Accommodation*

Accommodations will be reimbursed for single occupancy, reasonably-priced accommodation. If travelling with another person who is not on College business, the single occupancy rate will apply.

Where employees are sharing accommodation, such as sharing a hotel room, receipts should clearly note the shared costs.

Government Rates – While travelling on College business, employees may be eligible for government rates for accommodation. When making reservations employees should ask for the government rate. If needed, a copy of the letter from the Ministry of Advanced Education, Innovation and Technology, confirming eligibility for government rates can be obtained from the Human Resources department. For more information on accommodations, consult the provincial government’s Business Travel Accommodation Listing.

When employees stay in a private residence instead of a hotel or motel they may claim the amount specified in their respective collective agreement, without a receipt.

Hotel charges for failure to cancel reservations in advance of the hotel’s deadline are not reimbursable unless the cancellation was beyond the employee’s control and occurred after the hotel cancellation deadline.

#### 4.05 *Meals*

Travelers may be reimbursed for the cost of meals, as per the respective collective agreement, either by submitting receipts for actual meal costs or by claiming meal ‘per diems.’ No receipts are needed to claim per diems. Where the actual meal costs exceed the allowed per diem, the per diem amount will be reimbursed.

For travel in the United States, the per diem amount will be considered to be in USD amounts. For international travel, where the per diems would not cover the cost of meals due to a higher cost of living, reimbursement amounts must be pre-approved by the portfolio VP based on the established travel budget.

Meal expenses may only be claimed by employees for their own meals. The meals of others are not reimbursable unless they’re approved as a business meeting expense. When employees are provided with a meal at no cost, they may not claim the per diem amount for that meal (for example, if the meal was included in registration fees for a seminar, was included in air travel, or was otherwise provided).

#### 4.06 *Incidental Expenses*

The following incidental travel expenses are reimbursable:

- Voice and data communications charges to stay in touch with College responsibilities
- Expenses for obtaining visas and travel papers
- Child care costs per the respective collective agreement
- Exchange rate expenses (claimed by submitting a photocopy of the charge card statement listing rates charged by reimbursable item)

The following incidental travel expenses are not reimbursable:

- Interest charges on outstanding charge card balances
- Loss or damage to personal possessions
- Parking fines or traffic fines
- Kennel fees
- Accident and life insurance costs
- Movies and entertainment
- Mini-bar charges of any kind
- Expenses of family members unless pre-authorized as College business
- Expenses for failure to cancel transportation or hotel reservations
- Passport expenses
- Excess personal baggage

#### 4.07 *Tipping*

A tip of up to 15% of the value of the expense is reimbursable where tipping is a normal practice, such as for meals and taxi.

#### 4.08 *Medical Insurance for International Travel*

Out of province and out of country medical emergency assistance is included in the extended health care plan the college provides for regular employees. Non-regular employees are excluded from this coverage and should consult with the Human Resources department prior to traveling.

#### 4.09 *Hospitality and Business Meeting Expenses*

Costs associated with hospitality and entertaining business guests are normally the responsibility of Coast Mountain College's President, the Vice-Presidents, and the Board Chairperson only.

While alcoholic beverages are not normally reimbursable, Coast Mountain College will pay for alcoholic beverages as part of hospitality for business guests under limited circumstances. Please check with your Supervisor if you are unsure.

Meeting expenses, such as the cost of coffee, tea, meals, or snacks, are reimbursable. The department manager must approve the expenses based on established budgets.

#### 4.10 *Receipts*

Dated and itemized original receipts are required for all expenditures. The following are not considered original receipts:

- Credit or debit card slips that do not show an itemized breakdown
- Credit card statements
- Cancelled cheques
- "Paid" notices

Receipts are not required for meals reimbursed on per diem basis.

If receipts are missing, employees must complete a Loss of Receipt form and attach it to their expense claim form.

#### 4.11 *Reimbursement Procedure*

Reimbursement for approved travel expenses are claimed by completing the Travel Expense Report. (Available from your manager and on the Sharepoint (Portal))

Travel expense claims must be approved by an employee at least one administrative level higher than the traveler.

Travel expenses are paid using direct deposit.