

Reimbursement of Expenses Policy

Purpose To guide the College staff on what expenses the College will reimburse.

Policy The College will reimburse employees for allowable expenditures made by them on behalf of the College. Appropriate approval and receipts are required as back up to the reimbursement.

Applies to: All College employees.

Procedures 1. **Reimbursement of Expenditures.**

Cheque Requisitions. Expenditures greater than \$50 can be reimbursed by completing a cheque requisition form authorized by a Supervisor (Budget Officer). Receipts must be attached.

Travel Advances. The College gives travel advances for overseas international travel only. When a travel advance is given, the employee must provide a detailed list with receipt of expenditures to account for the advance upon return to the College.

Petty Cash Reimbursements. Expenditures which are less than \$50 can be reimbursed by completing a petty cash form authorized by a Supervisor (Budget Officer) with attached receipts.

2. **Allowable Expenditures.**

Travel Expenses. The College will reimburse staff for meals, hotel, and transportation while away on College business. If a per diem has been set up in an area, it will override this policy. The College will not pay for alcoholic beverages or entertainment costs.

Auto Travel Reimbursement: The College will reimburse employees for use of private cars for College business. The College will reimburse for parking expenses at locations away from the regular work location of employees, and for increased insurance coverage from "to and from work" to "business class," if applicable. (If an employee is more than 15 kilometres away from work, there is no difference in the cost).

Other Expenditures: Other types of expenditure which the College may reimburse could include, but not be limited to, registration fees, professional fees, professional development fees, publication fees, and course fees.

References

Not Applicable.

Replaces:

Travel & Conferences, Policy # 4.3.0.5, 4.1.4.3

Travel Allowance, Policy # 4.1.4.2

1. Policy Sponsor: Director, Financial Services

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: