

# Travel Policy

## **Purpose**

To provide guidelines for employee travel while on College business.

## **Policy**

All College travel will be conducted in the most cost effective manner. The College will reimburse employees for approved expenses incurred while travelling on College business.

## **Applies to**

All College employees.

## **Definitions**

Travel is defined as being outside the Lower Mainland and more than one duty day.

## **Procedures**

Other than for meal reimbursements within Canada and the United States where a per diem has been allocated, reimbursement procedures are as follows:

1. Obtain pre-approval from supervisor.
2. Retain receipts
3. Complete cheque requisition within 90 days of travel completion, itemizing expenses and attaching receipts.
4. Submit with supervisor's signature to Accounts Payable.

The College will reimburse employees for travel expenses as per set guidelines (See Appendix 1 ).

**1. General Travel Guidelines**

The College does not provide funds in advance of the actual travel, unless otherwise approved at the Vice President level.

**2. Air Travel**

Air travel will normally be at the standard economy passenger rate. However, the Vice President may pre-approve upgrades for flights longer than eight hours.

**3. Land Travel**

- Employees using personal vehicles for travel will be reimbursed at the standard per kilometer rate. Maximum reimbursement may not exceed the cost of a standard economy air flight.
- Reimbursement for car rentals will be based on the rate for a standard compact vehicle. Rental will be approved when it is the most effective means of transportation.

**4. Overseas Travel**

All expenses for overseas travel require approval of the Vice President.

**5. Accommodations**

- Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstances and normally will not exceed the standard single occupancy rate.
- If a relative or friend provides lodging for an employee while on business, the College will allow reimbursement for a gift or gratuity of \$30 per day to a maximum of \$150.

**6. Meals**

- Alcoholic beverages will not be reimbursed.
- If meals are included in a convention or seminar fee, they will be subtracted from the allowance below.

- Within Canada and the U.S., meals will be reimbursed at the following per diem rates:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Total \$50.00 per calendar day in either Canadian or US funds.

The above rates apply to each calendar day an employee is travelling on College business.

**Reference**

Reimbursement of Expenses Policy B.1.3

**1. Policy Sponsor:**                      Manager, Purchasing

**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:**