



Title	Expenses and Travel
Policy No.	B.1.3
Approval Body	Board of Governors
Policy Sponsor	Executive Director, Finance & Chief Financial Officer
Last Revised/Replaces	June 13, 2000 (Reimbursement of Expenses); combines B.2.16 Travel
Effective Date	September 26, 2018

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is committed to the prudent and responsible management of its financial resources and assets, to maintaining control over all financial activities, and to mitigating risk to the College.

The purpose of this policy is to set guidelines outlining the limits and expectations associated with incurring expenses while traveling or supporting business operations for the College.

SCOPE AND LIMITS

This policy applies to all employees of the College, members of the Board of Governors, and individuals associated with and/or working on behalf of the College.

This applies to all guidelines or processes that govern the reimbursement of expenses including professional and career development.

The Executive Director, Finance & Chief Financial Officer is responsible for the administration of this policy and its related procedures, and may question any payment or claim for reimbursement, request clarification or challenge non-compliance.

Conditions for reimbursement of expenses incurred by independent contractors are specifically addressed within each contract. Where the contract does not specify expenses, this policy will apply.

STATEMENT OF POLICY PRINCIPLES

1. The College recognizes the need for employees to travel on College business or incur business expenses in the performance of their responsibilities and will reimburse expenses incurred for authorized College business.
2. The College will only reimburse employees for authorized and approved expenses incurred by the employee in the pursuit of College business. Expenses incurred by an employee that are not in accordance with College policies may not be reimbursed.
3. The authorization to incur work related expenses presumes that the individual will use approved funds as cost-effectively as possible, with due regard for the College's accountability to the public.

4. Care and sound judgment must be exercised by the approving Supervisor/Budget Officer with respect to the circumstances that may give rise to expenses.
5. Any employee who willingly and knowingly tries to defraud the College through expense reimbursement may be subject to disciplinary action, up to and including dismissal.
6. The College recognizes that when other disbursement methods cannot be used, petty cash funds can be used to cover minor expenses not exceeding \$50.

DEFINITIONS

Accommodation: A room or building in which someone may live or stay temporarily, including but not limited to hotels, motels, hostels, and owner-direct home shares or vacation rentals.

Budget Officer: An individual responsible for managing the budget within their area of responsibility.

Employee: An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, casual or contract basis.

Expenses: Expenses include but are not limited to:

- Direct reimbursements to individuals
- Charges on College Commercial Cards
- Direct payments of invoices

Itemized Receipt: A receipt provided by the vendor or supplier which itemizes the goods or services purchased, and indicates the date, the name of a facility, a description of all items, amount of taxes charged and a total. A credit card receipt is not considered an itemized receipt.

Commercial Card (C-Card): A corporate credit card that allows authorized cardholders to pay for expenses and to utilize an online program management and reporting tool.

Regular Work Location: The location where an employee performs their duties of employment. This includes all three VCC campus locations, or other off campus location where an employee will perform their duties for a significant length of time.

Senior College Official: Members of the VCC Board of Governors, the President and CEO, Vice Presidents, Associate Vice Presidents and Executive Directors.

Signing Authority: An individual who has been duly appointed with the authority to commit the College to any binding agreement. These include but are not limited to contracts, memorandums of understanding, licenses, letters of agreement, letters of intents and affiliation agreements.

RELATED LEGISLATION & POLICIES

Policies

B.1.10 Signing and Spending Authority

B.2.1 International Travel Risk and Security

RELATED PROCEDURES

Refer to B.1.3 Expenses and Travel Procedures.