



TRAVEL

#6-02

Approved:	December 15, 1993	by: Board of Governors
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Effective:	January 1, 2009	
Date to be Reviewed:		

POLICY

North Island College employees will be reimbursed for approved travel and related expenses on College business.

PURPOSE

This policy establishes guidelines for the reimbursement of travel expenses incurred by employees while on travel status for College business and establishes authority and criteria for pre-approval of travel requests for out-of-province travel. This policy ensures that the goals, values and fiscal responsibility of the College are maintained. Exceptions to this policy may occur where a granting agency specifically indicates different regulations. All rates applicable to this policy are reflected in Appendix A which may be amended from time to time.

GUIDELINES

1. Approval for Travel

All employees must obtain prior written approval of their Dean/Director for all out of province travel within Canada. A Travel Pre Approval Form is provided for this purpose (Appendix B). Each division is to make its own guidelines for approval for travel within the province.

For all International travel, prior written approval must be obtained from the appropriate member of Senior Leadership Team. Members of Senior Leadership Team require written approval of the President prior to travel.

Standing approval may be granted in circumstances where employees have approval to represent the college on provincial or national committees, or where a series of trips is scheduled.

Reimbursement of expenses for faculty professional development would not require a Travel Pre Approval Form, as these expenses are approved by the Dean and funded by the professional development committee.

2. Travel Status

An employee is considered to be on travel status if they are on College business, away from their assigned campus or centre with the approval of the Employer. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.

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 any expenses and/or the terms for reimbursement will need to be pre-approved by the administrator that is responsible for the activity.

3. Transportation

Where alternative methods of travel are available, the most economical method will be reimbursed. Employees will not be reimbursed for travel between their residence and their assigned Campus or Centre. Receipts are required for reimbursement of out of pocket travel costs such as ferries, airfare or automobile rentals. For information regarding insurance on rental vehicles, see Appendix A. The cents per kilometer reimbursement for use of a personal vehicle on College business will be at the rate set in Appendix A.

4. Business Meeting Expenses

Approval for business meeting expenses requires the signature of the appropriate member of Senior Leadership Team. These expenses will only be reimbursed in circumstances where protocol dictates that the costs are paid by the college. If an employee is uncertain, they should obtain pre-approval. These expenses are not considered travel reimbursements.

5. Accommodation

Employees may claim for single, reasonably priced accommodation. When making reservations the employee should obtain the corporate or government rate, whichever is less. For further information regarding accommodation, employees should consult the

provincial government's List of Properties on their website at <http://pss.gov.bc.ca/csa/categories/accommodation/list-of-properties.html>.

6. Payment in Lieu of Hotel Receipts

When an employee stays in a private residence and does not have a hotel bill, the employee may claim a payment in lieu of hotel receipt at the amount set in Appendix A.

7. Meals

Meal per diem amounts while on travel status may be claimed for each meal that is appropriate for the trip. The meal per diem amounts while on travel status will be at the rate set in Appendix A. For travel in the United States, the meal per diem amounts will be at the rate in Appendix A, but will be considered to be US\$ amounts.

For other international travel where the meal per diem amount would not cover the cost of meals due to a higher cost of living, reimbursement amounts require the pre-approval of the Vice-President of Finance and Facilities upon submission of a budget prior to travel.

Meal per diem amounts may only be claimed by individual employees for themselves. Reimbursement of meals for other than the claimant will not be allowed unless the expense is approved as a business meeting expense.

When an employee has been provided with a meal, an employee may not claim a meal per diem amount for that meal. (e.g. When the meal was included in registration fees for seminars and conferences, or the meal was included in air travel, or the employee attended a meeting where the meal was provided.)

8. Faculty Professional Development

Reimbursement of expenses for faculty professional development will be made in accordance with professional development committee procedures.

9. Reimbursement Requests

Reimbursement of expenses for approved travel may be claimed by completing the Travel Expense Report and obtaining the required signatures.

For reimbursement of out-of-province travel, a completed Travel Pre-Approval Form must be attached (Appendix B).

Definitions:

Assigned Campus or Centre: This refers to the Campus/Centre assigned when an Employee is appointed to their position.

Cross Reference:

See also Credit Cards and Telephone Calling Card Policy #6-07

See also Appendix A attached

See also Appendix B attached

Forms:

The following forms are available on the intranet on the Finance page:

Travel Reimbursement Request form

Travel Pre-Approval form

NICFA PD Reimbursement Request form

APPENDIX A – Travel Policy

1. Meal per diem amounts while on travel status may be claimed up to a maximum of \$46.25 per day.

2. Part day meal per diem amounts are:

Breakfast	\$11.25
Lunch	\$13.00
Dinner	\$22.00

3. A kilometerage allowance shall be paid at the rate of \$0.49 per kilometer.

4. Payment in lieu of a hotel, for private accommodation will be \$25.00 per day.

5. All rates include tips and taxes.

6. When renting a vehicle, additional insurance coverage is not required if the vehicle is rented in the College name and the daily rental rate does not exceed \$125/day (\$100/day US\$). For additional information regarding vehicle rentals or vehicle insurance coverage, please contact the Purchasing Agent.



Travel Pre-Approval Form – Out of Province and International Travel

INDIVIDUAL TRAVELLING:

POSITION HELD:

REASON FOR TRAVEL:

DESTINATION(S):

TRAVEL DATES (show each trip separately):

TRAVEL BUDGET (estimate each trip separately)

If there is not enough room on this form, please attach a separate sheet of paper.

Departure date: _____

Return date: _____

Estimated cost Cdn\$ _____

Budget Unit _____

If an internal budget is not to be used, how will this trip be funded? Please indicate below:

External Funding? If yes, please specify source: _____

APPROVAL PROCESS:

- 1 Domestic out of Province travel requires pre-approval of Dean/Director only.**
- 2. International travel (including USA) requires Dean/Director approval FIRST, and then the appropriate member of Senior Leadership Team.**
- 3. On approval, a copy of the Travel Pre-Approval form is to be sent to Human Resources.**

Employee Signature

Date

Dean/Director Signature

Date

Senior Leadership Team Signature

Date

How to fill out and use the Travel Pre-Approval Form

This form is to be used for obtaining approval before travelling out of the province or out of the country, in accordance with the policy "Travel #6-02.

This form must be attached to the Travel Reimbursement request in order for it to be paid.

1. *Complete the Travel Pre-Approval Form as noted below. If travelling as a group, only one form is required, but the form will be needed by each traveler when requesting reimbursement.*
2. *Be sure to include an estimate of the total cost of the travel in the 'Travel Budget' field.*
3. *Sign and date the form.*
4. *Obtain approvals.*
 - *Domestic out of Province travel requires pre-approval of Dean/Director only.*
 - *International travel (including USA) requires Dean/Director approval FIRST, and then the appropriate member of Senior Leadership Team.*

INDIVIDUAL TRAVELLING: Indicate who will be travelling. Include all individuals if travelling as a group.

POSITION HELD: If travelling as a group, indicate positions held by each member of the group.

REASON FOR TRAVEL:

For multiple trips, standing approval may be obtained by indicating the reason for the multiple trips in this area. (eg. Monthly travel to attend national conference in Toronto to provide western Canada perspective) If travel is to multiple destinations, indicate the purpose/nature of travel for each destination. The Dean/Director may limit the standing approval to a specific term, a fiscal year or otherwise limit the approval.

DESTINATION(S): if travel is to multiple destinations in a single trip, indicate each destination.

TRAVEL DATES / TRAVEL BUDGET / BUDGET UNIT (show each trip separately):

- *Travel dates must include all expected dates of travel in order for them to be approved. Where exact dates are unknown please provide estimated dates.*
- *Where travel is to multiple destinations please attach an estimated itinerary.*
- *Estimated Cost: \$ Indicate total estimated cost of all travel expenditures for each trip*
- *Budget Unit – indicate the internal budget unit that will be charged for the travel. If the travel costs are to be invoiced to a third party, leave Budget unit blank and fill in External Funding below.*

Departure date: _____

Return date: _____ Estimated cost Cdn\$ _____ Budget Unit _____

External Funding? If yes, please specify source: _____

Indicate name of Agency or Organization that will be invoiced for recovery of the travel costs if external funding will be used. For externally funded contracts with budgets in place, the budget unit number is sufficient.