



Travel Expense Allowances

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Related Policy:	6-02 Travel Expense Policy
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Administrator Responsible:	Vice President, Finance and College Services

This document provides key reimbursement amounts. Travel expense rates for domestic travel are linked to the Provincial Government rates posted in the *BC Government Appendix 1 – Travel Allowances Employee Group I*.

The College will review rates annually.

TRAVEL ALLOWANCE RATES

Travel Allowances for both Domestic and International Travel	
Meal Per Diems	<u>CAD\$</u>
Breakfast	\$15.47
Lunch	\$17.90
Dinner	\$30.93
Full day	\$64.30
Payment in lieu of a hotel per night	\$40.75

- All reimbursements will be paid in CAN \$ using appropriate currency exchange rate.
- Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- The meal/per diem allowances cover expenses arising from absences away from assigned campus over a meal period(s).

INTERNATIONAL TRAVEL ALLOWANCE

International Travel Allowance	
Allowance per night	\$20

PRIVATE VEHICLE PER-KILOMETRE ALLOWANCE

Per-Kilometre Allowance	
Kilometre allowance for mileage claims	\$0.67 per km

TRAVEL DISTANCE ALLOWANCES IN KILOMETRES

	CV Campus	CR Campus	PA Campus	PH Campus	Vigar Voc Centre (CR)	Tebo Voc Centre (PA)	Vanc via Nan. Horseshoe Bay	Vanc via Nan. Departure Bay	Vanc via Vic. Departure Bay	Nanaimo	Victoria	Tofino	Bamfield
CV Campus		43	102	287	55	103	137	147	274	108	223	224	191
CR Campus	43		144	240	8	143	176	186	314	148	263	264	231
PA Campus	102	144		380	148	3	107	117	244	79	193	122	89
PH Campus	287	240	380		232	379	398	424	549	387	498	503	463
Vigar Voc Centre (CR)	55	8	148	232		147	180	190	318	152	267	168	235
Tebo Voc Centre (PA)	103	143	3	379	147		106	116	243	78	192	122	91
Vanc via Nan. Horseshoe Bay	137	176	107	398	180	106				30	136	227	188
Vanc via Nan. Departure Bay	147	186	117	424	190	116				40	138	218	178
Vanc via Vic. Departure Bay	274	314	244	549	318	243				170	51	365	249
Nanaimo	108	148	79	387	152	78	30	40	170		119	199	159
Victoria	223	263	193	498	267	192	136	138	51	119		314	198
Tofino	224	264	122	503	168	122	227	218	365	199	314		209
Bamfield	191	231	89	463	235	91	188	178	249	159	198	209	

References Used: MapQuest <http://www.mapquest.com/directions/>
 Google Map <http://maps.google.ca/>
 Measurement conversions <http://www.metric-conversions.org/length/miles-to-kilometers.htm>

Distances are calculated using the old highway.

FACULTY STIPEND

As per the Faculty Collective Agreement "Appendix C: Travel Expenses", a stipend of twenty dollars (\$20.00) per day shall be paid to a faculty member who is away from home on expenses and delivering instruction in contract service or cost recovery. The stipend will be paid for each day where there is a hotel receipt.

Faculty Stipend on travel status delivering instruction in contract service or cost recovery	
Daily Stipend	\$20 per day

OUT-OF-POCKET REIMBURSEABLE EXPENSES

Receipts are required for reimbursement of out-of-pocket travel costs. Reimbursable expenses include the following

- Ferries, airfare or automobile rentals
- Reasonable expenditures for parking, road tolls, taxis, and public transportation to and from airports, between appointments, hotel locations and meeting places
- Gratuities are an allowable expense for meals and taxis, and should not exceed 15% of the total cost
- Internet and data charges in a hotel are permitted and should be charged directly to the hotel room
- Airline seat reservation charges
- Airline flight cancellation insurance
- Required baggage (excluding excess personal baggage)
- Exchange rate expenses
- Dry cleaning and laundry expenses after seven days of business travel upon submission of receipts
- Immunization costs incurred for foreign business travel, as recommended by the Public Health Agency of Canada
- Costs of obtaining visas and necessary travel documents (excluding passport) required for international business travel
- The necessary costs of translation or other clerical costs while on international business travel.

OUT OF POCKET NON-REIMBURSEABLE EXPENSES

Non-reimbursable expenses include, but are not limited to, the following

- Cost of passports
- Any charges or interest in personal credit cards or personal banking charges
- Insured losses to personal vehicles including the deductible
- Parking fines, traffic fines, car repairs, car washes or vehicle detailing
- Personal expenses such as accident and life insurance, movie rentals or mini bar expenses
- Expenses for failure to cancel transportation or hotel reservations
- Road star coverage, BCAA or similar plans for the traveler's private vehicle
- Excess personal baggage charges
- Child, dependent person or pet care costs while away on college travel
- Costs for any non-NIC employee, family member, or companion travelling with you.