



Policy	#6-02
Approved By:	Senior Leadership Team
Approval Date:	March 22, 2017
Revision Date:	December 15, 1993 September 19, 2001 January 13, 2003 January 12, 2005 June 21, 2006 December 10, 2008 March 22, 2017
Effective Date:	June 1, 2017
Date to be Reviewed:	June 2022
Administrator Responsible:	VP, Finance & Facilities

TRAVEL POLICY

POLICY STATEMENT

North Island College employees will be reimbursed for approved, cost-effective travel and related expenses while on College business.

PURPOSE STATEMENT

This policy establishes guidelines for the reimbursement of travel expenses incurred by employees while on travel status for College business. 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.

GUIDELINES

1. Approval for Travel

All employees must obtain prior written approval of their Dean/Director for all out of province travel within Canada. 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 Dean/Director or appropriate member of Senior Leadership Team. The Office of Global Engagement should be advised when anyone from the College Community is travelling outside of Canada or the United States. This is a risk management precaution to ensure that College employees are aware of any travel advisories for the part of the world they are travelling to.

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.

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. 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 or other designated work location. 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 B. The cents per kilometer reimbursement for use of a personal vehicle on College business will be at the rate set in Appendix A.

4. Vehicle Insurance

It is the employee's responsibility to ensure they have adequate vehicle insurance when using their vehicle on College business. If an employee regularly needs their vehicle for more than five days per month for work (not including commuting to and from the employee's assigned campus or centre), they may require Business Insurance.

For information regarding vehicle insurance, see Appendix B.

5. 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.

6. Accommodation

Employees should stay in establishments that are conveniently located, comfortably equipped and reasonably priced. 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 business travel resource page at on their website at: <http://csa.pss.gov.bc.ca/businesstravel/>

7. 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.

8. 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 for travel in Canada and the United States while on travel status will be set at the Provincial Government rates (see Appendix A) and updated any time the Provincial Government rates change. 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 international travel outside Canada or the United States, the meal per diem rate is set at a US\$ amount as indicated in Appendix A.

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 employee attended a meeting where the meal was provided.

Alcoholic beverages will not be reimbursed.

9. Reimbursement Requests

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

Definitions:

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

Cross Reference:

See also NIC Policy #6-06 College Vehicles
See also NIC Policy #6-07 Credit Cards Policy

See also Appendix A attached
See also Appendix B attached

Forms:

The following forms are available on the myNIC Finance Accounts Payable [page](#).

PD Reimbursement Request form
Travel Advance Form
Travel Expense Report

APPENDIX A

REIMBURSEMENT RATES

1. Meal per diem amounts while on travel status may be claimed up to a maximum of \$49.05 per day.
2. Part day meal per diem amounts are:

Breakfast	\$12.00
Lunch	\$13.80
Dinner	\$23.25

For travel in the United States, the meal per diem amounts will be at the rate shown above, but will be considered to be US\$ amounts.

For travel outside of Canada and the United States, a daily per diem meal rate of \$65US per day will apply. Part day meal rates are as follows (in US\$):

Breakfast:	\$15
Lunch:	\$20
Dinner:	\$25
Misc:	\$5 (out of pocket expenses)

3. A kilometre allowance shall be paid at the rate of \$0.53 per kilometre.
4. Payment in lieu of a hotel, for private accommodation will be \$30.75 per day.
5. All rates include tips and taxes.

APPENDIX B

VEHICLE INSURANCE

Business Insurance

The College will reimburse employees for the differential rate between Business Insurance and their regular insurance rate if they regularly need their vehicle for work more than 5 days per month. The following process should be followed to determine if Business Insurance is required, and then to receive reimbursement for the differential rate:

1. The employee should talk to their supervisor or manager to determine if they require Business Insurance due to the nature of their job duties. It is incumbent on the employee to have adequate insurance coverage, but Business Insurance is only a need in certain circumstances. Generally speaking, an employee requires Business Insurance on their vehicle if they use their vehicle for work 5 days or more a month. Any insurance provider can provide advice regarding the circumstances in which Business Insurance may be necessary.
2. To receive reimbursement for the differential rate between Business Insurance and regular vehicle insurance, the employee will need to provide the quoted rates from an insurance provider, indicate what the difference is between these rates, and have that document approved for payment by their manager or supervisor. The employee will provide the appropriate coding to charge the expense to and forward to Finance for processing.

Rental Vehicle Insurance

Rental companies do not provide full collision and comprehensive insurance for their vehicles as part of the basic rental rate. The College Travel VISA includes Auto Rental Collision/Loss Damage Insurance. When renting a vehicle, additional insurance coverage (CDW or LDW protection) is not required if:

- the vehicle is rented in the College name;
- the traveler and the daily rental rate does not exceed \$125/day (\$100/day US\$); and
- the traveler uses the College Travel VISA for payment.

For additional information regarding vehicle rentals or vehicle insurance coverage, please contact Purchasing.