



<b>Policy</b>	#6-02
<b>Approved By:</b>	Leadership Team
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<b>Administrator Responsible:</b>	Vice President, Finance & College Services

## TRAVEL EXPENSE POLICY

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### POLICY STATEMENT

North Island College (NIC) will pay or reimburse approved, reasonable and cost-effective travel expenses related to college business.

### PURPOSE STATEMENT

This policy establishes guidelines for travel expenses incurred 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.

### SCOPE AND APPLICATION

This policy applies to travel expenses for all college related business travel including expenses paid from all college administered funds, including those from grants, research funding and other funding contracts.

### PRINCIPLES

1. The College will pay or reimburse the cost of approved travel expenses incurred by employees, and in special cases, with advance approval from a Leadership Team member, Board of Governors, students or other persons, provided they are on a college business related activity and comply with college policies and procedures.
2. All expenses related to hospitality, meetings and events require supervisor pre-approval.
3. Employees should be aware of the environmental impacts of travel and are encouraged to use teleconference or videoconference as an alternative to travel where suitable.

4. Travel for college business should be conducted in the most cost-effective manner that is reasonable for the circumstances. Groups should coordinate to pool resources whenever possible, i.e., carpooling for intercampus, on-island or lower mainland travel.

## **DEFINITIONS**

### ***Assigned Campus or Centre***

This refers to the campus/centre assigned when an Employee is appointed to their position.

### ***Travel Status***

- An employee is 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 a.m. to claim breakfast; before 12 noon to claim lunch, and, on the date of return, travel status must end after 6 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.

## **GUIDELINES**

### **Approval for Travel**

Employees travelling for college business must obtain approval from their supervisor prior to travel. Standing approval may be granted for regular intercampus travel or recurring activities.

Employees travelling for professional development activities require travel expense pre-approval in accordance with the funding application procedures.

Travel expenses should be reasonable and appropriate for the circumstances, taking into consideration safety, practicality, and efficiency. All travelers must exercise care in incurring travel expenses. It is the responsibility of the traveler to make the most reasonable and economical travel arrangements possible.

The traveler, and the supervisor who approves the travel expenses, are responsible for ensuring that claims for travel expenses are in accordance with the College's policies and procedures.

Travel expense claims and supporting documents must be accurate and complete, with claims being submitted in a timely manner. Claims for reimbursement of expenses for approved travel must be claimed by completing the Travel Expense Report and obtaining the required approvals within 45 days of the last day of travel and prior to the fiscal year end.

Additional risks may apply when traveling internationally, depending on the travel destination. As part of the international travel risk review and approval process, employees should regularly check the Government of Canada, Travel and Tourism website (<https://travel.gc.ca/>) for travel advice, advisories, or cautions. Employees should notify their supervisor immediately if there are any travel advisories or cautions issued for their destination or countries they may be transiting through.

### **Travel Advances**

Travel advances are available for employee travel with supervisor approval.

## **Air Travel**

Flights should be booked as far in advance as possible to obtain the best rate. The most operationally feasible, direct and economical route is to be used. Air travel should be economy class unless pre-approved by the appropriate Vice President or President.

Travelers are discouraged from using personal loyalty points to book college travel. However, should the traveler choose to do so, the traveler will not be reimbursed the equivalent cost. The College will reimburse for amounts actually paid by the traveler.

## **Private Vehicles**

The cents per kilometre reimbursement for use of a personal vehicle on college business will be at the rate set in Appendix A. The distance travelled will be reimbursed using the kilometres stated on the Travel Distance Guidelines in Appendix C whenever possible.

When carpooling, only the owner of the vehicle may submit mileage claims. The per kilometre allowance does not apply when using rental vehicles.

Employees will not be reimbursed for travel between their residence and their assigned campus or centre.

Where an employee's private vehicle is damaged while in use on college business, the College will reimburse the lesser of the actual vehicle damage repair cost or the employee's vehicle insurance deductible.

## **Private 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 six days per month for work (not including commuting to and from the employee's assigned campus or centre), the owner needs to obtain Class 007 business insurance coverage.

Departments are permitted to authorize, with appropriate signing authority, reimbursement to faculty and staff for the difference between the rate for driving on business (Class 007) and the rate for driving to and from work (either Class 002 or 003 as determined by your personal circumstances) upon submission of proof of payment. Authorized ICBC insurance brokers must supply a cost differential document that they will complete to indicate this difference.

## **Vehicle Rental**

Travelers may wish to rent a car to save time or reduce costs. The per kilometre allowance does not apply when using rental vehicles. Reimbursable expenses include rental fee, the km/mileage charge by the car rental agency and the fuel costs.

When renting a vehicle for other domestic and international locations, travelers should use a car rental agency that is listed in the Province of BC Daily Vehicle Rental Suppliers by Community list whenever possible. Please contact purchasing for the further information and to obtain a copy of the "Province of BC's Daily Vehicle Rental Suppliers by Community" spreadsheet. Renters are required to provide a Corporate Identification Number to the rental company when requesting a vehicle.

## **Vehicle Rental - Insurance**

It is the responsibility of the traveler to ensure appropriate insurance coverage is in place on vehicle rentals. All required insurance is already included for in-province business travel in vehicles rented under the Province Vehicle Rental CSA.

Provincial CSA rental rates already include a minimum of \$2 million 3rd Party Liability coverage for all rental vehicles. Provincial CSA rental rates already include collision and comprehensive coverage for amounts greater than the deductibles.

- Do not accept any insurance offers made by the rental company.
- Do not purchase Collision Damage Waiver / Loss Damage Waiver coverage.
- Do not purchase Personal Injury/Accident Insurance.
- Do not purchase Cargo Insurance or Personal Effect Insurance.

### **Accommodation**

Employees should stay in accommodation that is conveniently located, comfortably equipped and reasonably priced. When making hotel reservations the employee should obtain the corporate or BC government rate if appropriate, 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/>

Hotel alternatives are acceptable if the rates and terms are competitive with hotel options. Examples include Airbnb or VRBO.

### **Payment in Lieu of Hotel Receipts**

When an employee stays in a private residence in lieu of commercial accommodation 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. No receipt is required.

### **Per Diems / Employee Meals**

While on travel status, travelers may be reimbursed for either the cost of meals with receipts or meal per diem amounts, where the total cost will not exceed the per diem amount. Per diem amounts 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 posted in Appendix A.

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 cannot be claimed as per diem or employee meal expenses.

### **Hospitality, Meetings & Events**

The College recognizes that in certain circumstances, such as conferences, business invitations, meetings or events, hospitality expenditures are conducive to the success of College business affairs. Hospitality expenditures may include food, beverages, venue hire and admission fees.

All expenses related to hospitality, meetings and events require supervisor pre-approval. Reimbursement for expenses related to alcoholic beverages may be permitted in special circumstances where it is part of an event or necessary to the business purpose. Employees are required to exercise sound judgement in this regard.

Gratuities on meals, food and beverages are an allowable expense and should not exceed 15% of the total cost.

### **Medical Insurance**

Travelers should ensure they have adequate personal medical insurance before travel. Travel medical insurance is included in the employer provided extended health care plan for eligible employees. Travelers should be aware that some of the non-medical insurance (e.g., WCB coverage, provided by the College only applies when the traveler is conducting college business. Vacation period before, during and after college business is not covered.

### **Out-of-pocket travel costs**

Please refer to Appendix B for details on other allowable expenses for out-of-pocket travel costs.

## **POLICY CROSS REFERENCE**

[NIC Policy #6-06 College Vehicles](#)

[NIC Policy #6-07 Credit Cards Policy](#)

See also Appendix A, B and C attached

## **FORMS REFERENCE**

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

- PD Reimbursement Request form
- Travel Advance Form
- Travel Expense Report

## NIC TRAVEL EXPENSE POLICY

### APPENDIX A

*Updated in December 2023 with rates as of January 2024, in line with Government reimbursement rates*

#### MEAL AND ACCOMODATION REIMBURSEMENT RATES

Meal and Accommodation rates for travel within Canada and the US are linked to the Provincial Government rates Employee Group I and NIC will review and update rates annually.

<b>Reimbursement rates as of January 1, 2024</b>			
	<b>Canada</b>	<b>US</b>	<b>International</b>
Currency	CAD \$	US \$ allowance *	
Meal Per Diems			
Breakfast	\$14.16	\$14.16	\$17.02
Lunch	\$16.38	\$16.38	\$22.78
Dinner	\$28.31	\$28.31	\$29.55
Full day	\$58.85	\$58.85	\$69.36
Payment in lieu of a hotel per night	\$37.29	\$37.29	\$40.55

- All reimbursements will be paid in CAN \$ using appropriate currency exchange rate

#### PER-KILOMETRE ALLOWANCE RATES

Per-kilometre allowance rates are linked to the Provincial Government rates. NIC will review and update rates annually.

<b>Per-Kilometre Reasonable Allowance rates as of January 1, 2024</b>	
Kilometre allowance for mileage claims	<ul style="list-style-type: none"> <li>• \$0.61 Per Km</li> </ul>

# NIC TRAVEL EXPENSE POLICY

## APPENDIX B

### Out of pocket 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

### Non-reimbursable 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
- 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

### Combining college travel with personal travel

The cost of personal travel (e.g., extending trips or excursions for personal benefit) is not eligible for reimbursement. In no event will the College's portion of expenses exceed what would have been charged had the personal travel not occurred.

## NIC TRAVEL EXPENSE POLICY APPENDIX C

### TRAVEL DISTANCE GUIDELINE

	CV Campus	CR Campus	PA Campus	PH Campus	Vigar Voc Ctre (CR)	Tebo Voc Ctre (PA)	Ucluelet Centre	Vanc via Nan HSB	Vanc via Nan Tsw.	Vanc via Vic Tsw.	Nan	Vic	Tofino	Woss	Zeballos	Alert Bay	Bamfield
CV Campus		43	102	287	55	103	203	137	147	274	108	223	224	183	249	261	191
CR Campus	43		144	240	8	143	242	176	186	314	148	263	264	136	202	213	231
PA Campus	102	144		380	148	3	100	107	117	244	79	193	122	277	342	353	89
PH Campus	287	240	380		232	379	479	398	424	549	387	498	503	105	124	56	463
Vigar Voc Centre (CR)	55	8	148	232		147	247	180	190	318	152	267	268	129	195	206	235
Tebo Voc Centre (PA)	103	143	3	379	147		100	106	116	243	78	192	122	276	341	353	91
Ucluelet Centre	203	242	100	479	247	100		208	218	343	181	292	40	376	437	453	192
Vanc via Nan. Horseshoe Bay	137	176	107	398	180	106	208				30	136	227	309	374	386	188
Vanc via Nan. Tsawwassen	147	186	117	424	190	116	218				40	138	218	299	364	375	178
Vanc via Vic. Tsawwassen	274	314	244	549	318	243	343				170	51	365	446	512	523	249
Nanaimo	108	148	79	387	152	78	181	30	40	170		119	199	280	345	356	159
Victoria	223	263	193	498	267	192	292	136	138	51	119		314	395	461	472	198
Tofino	224	264	122	503	268	122	40	227	218	365	199	314		397	463	474	209
Woss	183	136	277	105	129	276	376	309	299	446	280	395	397		65	80	364
Zeballos	249	202	342	124	195	341	437	374	364	512	345	461	463	65		96	429
Alert Bay	261	213	353	56	206	353	453	386	375	523	356	472	474	80	96		440
Bamfield	191	231	89	463	235	91	192	188	178	249	159	198	209	364	429	440	

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

Distances are calculated using the old highway.