



## EXPENSE POLICY

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### GENERAL RULES

- Reimbursements for reasonable expenses necessarily incurred in connection with the activities of the Board or committee may be issued upon submission of an itemized Expense Report form duly approved and supported by the necessary documentation.
- Only those expenses conforming to College policy and authorized in writing will be reimbursed. Claims for reimbursements must be accompanied by original or copies of the original receipts, except as otherwise noted.
- *In-Town Expenses:* Claims should be submitted monthly to the College office. Claims must detail all expenditures by date, giving the nature of, and reason for the expense with appropriate authorizations. Where receipts were not obtainable, details must be given on the expense form.
- *Out-of-Town Expenses:* Claims should be submitted to the College office within one month of the trip. All receipts for expenditures over \$20.00 must be attached. Where receipts were not obtainable, details must be given on the Expense Report form. All out-of-town travel must be pre-approved by the Registrar or another signing authority in his/her absence.
- All other claims must be submitted to the College's office before the end of the fiscal and calendar year in which the expenses are incurred, except for those incurred between December 15-31, in which case they must be submitted by January 15 of the year immediately following.

## **1. TRANSPORTATION**

Transportation expenses incurred in connection with the activities of the Board or committee will be reimbursed as follows. Reimbursements will be based on the most cost-effective mode of transportation. Under no circumstances will the College reimburse more than the actual transportation expenses incurred.

Upon arrival at the destination, transportation should generally be by the most cost-effective means possible, within reason. Generally, this will mean the use of airport or hotel limousine services, and taxis within the city, however a car rental may, in some circumstances be the most cost-effective, practical and justifiable and should be pre-approved where possible.

### **1.1 AIR TRAVEL**

#### **1.1.1 *Airfare***

Airfare will be reimbursed at actual cost. Whenever possible, the traveler should take advantage of discounts by booking as far in advance as is practicable.

#### **1.1.2 *Getting to and from the airport***

Transportation to and from the airport from the claimant's home or office will be reimbursed or the cost of leaving the claimant's car at the airport, whichever is the most cost-effective.

### **1.2 TRAIN TRAVEL**

#### **1.2.1 *Train fare***

Train fares will be reimbursed at actual cost, generally at the full economy rate. Whenever possible, the traveler should take advantage of discounts by booking as far in advance as is practicable.

#### **1.2.2 *Getting to and from the train station***

Transportation to and from the train station from the claimant's home or office will be reimbursed or the cost of leaving the claimant's car at the train station, whichever is the most cost-effective.

### **1.3 VEHICLES**

#### **1.3.1 *Private Vehicle***

Claimants using a private automobile for travel in connection with the activities of the Board or committee will be reimbursed at the BC government rate in effect on the date that the expense is incurred (see: website of the Ministry of Labour and Citizens' Services regarding [Employee Travel](#).)

#### **1.3.2 *Rental Vehicle***

Where a car rental is determined to be the most cost-effective or justifiable option, a compact or sub-compact vehicle is considered appropriate unless the number of people involved necessitates a larger car. Pre-approval and justification of the car rental in writing is required before the expense is incurred. Pooling shall be utilized where feasible.

## **1.4 FERRY**

### **1.4.1 Ferry Fare**

Ferry fares will be reimbursed at the rate shown on the relevant ferry receipts.

### **1.4.2 Reservation Fees**

Reservation fees, if used, will be reimbursed at the rate shown on the relevant ferry receipts.

## **1.5 RAPID TRANSIT**

Rapid transit, including buses, commuter light rail trains, sea buses, and foot ferries fees are reimbursable at the rate shown on the relevant receipts.

## **1.6 TAXIS AND RELATED GRATUITIES**

### **1.6.1 Taxis**

Taxis and airport bus services are reimbursable at the rate shown on the relevant receipts.

### **1.6.2 Gratuities**

Gratuities paid to drivers will be reimbursed to a maximum of 15 percent of the cost of the services.

## **1.7 OTHER TRAVEL RELATED EXPENSES**

Other miscellaneous travel-related expenses may be reimbursable.

### **1.7.1 Parking and Tolls**

Receipts must be provided when they are available. Expense items for such costs as coin-metered parking and highway tolls will be accepted without a receipt but must be supported by a written memorandum of the expense.

### **1.7.2 Sundry Expenses**

Claimants may submit requests for reimbursement for sundry expenses necessarily incurred in connection with travel related to the activities of the Board or committee. Receipts covering these expenses are required, and each request will be considered on its own merits. An amount of up to \$20.00 per day may be granted to cover such expenses.

## **2. ACCOMMODATIONS**

The College will reimburse all expenses for accommodation provided that the accommodation conforms to College policy and is suitable to the needs of the trip.

Claimants must use business-level accommodations and ask for the B.C. government established rate, or any available better rate, whenever possible (see: website of the Ministry of Labour and Citizens' Services regarding [Employee Travel](#).) Should a claimant wish to pay the excess cost of more expensive accommodation, they may do so and the College will reimburse the cost of single accommodation in a standard business hotel. Board or committee members are entitled to the government rate at B.C. hotels while travelling on College business.

### 3. MEALS

Reasonable expenses for meals incurred in connection with the activities of the Board or committee, either when travelling or when attending business meetings or conferences, will be reimbursed as follows.

#### 3.1.1 Business Meetings or Conferences

The College will reimburse the cost of meals associated with attending conferences when meals are not provided, or when taking authorized guests to lunch or dinner for business meetings. Any meal claims for guests should be pre-approved in writing by a signing authority.

#### 3.1.2 Travel Meals

Claimants will be reimbursed at the BC government meal (or per diem) rates in effect on the date that the expense is incurred (see: website of the Ministry of Labour and Citizens' Services regarding [Employee Travel](#).)

Claimants are entitled to claim meals not exceeding specified limits given below.

Full Day	Half Day	Breakfast Only	Lunch Only	Dinner Only	B&L Only	L&D Only	B&D Only	Incidental Only
\$ 51.50	\$ 25.75	\$ 22.75	\$ 22.75	\$ 30.50	\$ 33.25	\$ 41.00	\$ 41.00	\$ 12.25

NOTE: 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.

#### 3.1.2 Gratuities on Meals

Gratuities on meals will be reimbursed to a maximum of 15 percent.

### 4. HONOURARIA

Honouraria to Board and Committee members are payable as approved by the Board. Board and Committee members may choose to waive their right to any honouraria.

### 5. OFFICE SUPPLIES

Office and business-related expenses incurred for College business will be reimbursed at the amount shown on the relevant receipts.

### 6. SIGNING AUTHORITIES

The signing authorities for the College are the Registrar and others as appointed by the Board.