

Policy Information	
Policy No:	AD-F-2.09
Approved by:	Executive Committee
Approval Date:	April 2018
Executive Responsible:	VP Finance and Corporate Services
Administrator Responsible:	Controller
Date of Next Review:	November 2022

TRAVEL AND EXPENSE CLAIM POLICY

Policy Statement

The College will promote economy and efficiency in the use of travel funds by establishing standards to reimburse its employees for reasonable and actual expenses incurred while on approved College business.

In a manner consistent with the regulatory and policy framework established by the College, it is the responsibility of each employee to exercise judgement and moderation when incurring travel expenditures.

Original receipts must support all travel expenditure claims; copies will only be accepted if the originals must be sent to an organization that will be reimbursing the College or included on a College purchase card approval.

Purpose / Rationale

The purpose of this policy is to establish consistent policy and practice for travel expenses associated with an employees' regular work.

Scope / Limits

This policy applies to all College of New Caledonia employees.

Faculty travelling for the purpose of professional development under the joint Professional Development Committee (PDC) are expected to follow the PDC requirements and procedures. The following procedures are not meant to supersede the PDC requirements and procedures.

Principles/Guidelines

1. All travel must first be approved in advance by the employees' direct supervisor. Out of province travel requires two levels of pre-approval – first by the direct supervisor, second by the appropriate executive committee member. Out of country travel requires three levels of pre-approval – first by the direct supervisor, second by the appropriate executive committee member, third by the president.
2. Employees must consider alternatives to travel wherever practical. Video/teleconferencing or other methods are to be used where possible to achieve savings and mitigate the production of greenhouse gas emissions.

3. The most efficient and economical mode of transportation shall be used. Consideration should be given to methods of travel that mitigate the production of greenhouse gas emissions.
 - a. Whenever possible flights will be booked in advance to take advantage of reduced airfares.
 - b. The standard for air travel is economy class. Business/executive class air travel may be authorized where continuous air travel exceeds nine hours. Continuous air travel starts at the scheduled flight departure time, and ends with the arrival at destination terminal or with an overnight stop or layover equivalent to an overnight stop.
 - c. Persons preferring to travel by road when air transportation is available shall be responsible for any additional travel time, accommodation and meal expenses incurred as a result of this choice. They will not be reimbursed more than the cost of a pre-booked economy airfare.
 - d. College vehicles may be available for use when travel by road is more economical. Employees are expected to carpool where practical to minimize costs and the production of greenhouse gas emissions.
 - e. Employees using personal vehicles will be reimbursed at a designated rate per kilometer or the equivalent economy airfare if it is lower. Mileage is calculated using the employees' regular campus as the start and end point.
 - f. Rental vehicles may be used providing the cost is not greater than that of using other means of transportation or if the car is necessary for the employee to conduct College business effectively and efficiently.
4. Commercial overnight accommodation will be reimbursed at the single room rate. An employee must declare that the "SINGLE RATE ONLY IS CLAIMED" in cases where the hotel/motel receipt indicates that more than one person occupied the room. The most reasonable accommodation in the vicinity of the meeting should be booked. It is the travelers' responsibility to obtain the least expensive rate (government, corporate or Administrative Shared Service Travel rate).
5. Meals shall be reimbursed at the established College per diem rate. Receipts are not required. On the day of departure only meals for meal periods that have commenced or have not begun before the scheduled travel departure may be claimed; on the day of return only meal periods before the travel status ends may be claimed. The per diem meal allowance must be reduced for any meals which are included in registration fees or otherwise provided free of charge. College purchase cards cannot be used for meal purchases.

6. Travel that combines College and personal business will be reimbursed at the lesser of actual transportation costs or an estimate of the minimum acceptable expenses that would have been incurred had the personal travel not taken place.
7. Where private lodging is used in lieu of commercial accommodation a fixed dollar allowance per night will be paid. Any additional local travel expenses incurred as a result of this location (compared to those that would be incurred staying at the most reasonable commercial accommodation in the vicinity of the meeting) shall be the travelers' responsibility.

Links to Other Related Policies, Documents and Websites

- [AD-F-2.12 Signing Authority Policy](#)
- [AD-F-2.14 Commercial Card \(C-Card\) policy](#) and [procedures](#)
- [AD-FA 3.04 Use of College Vehicles](#)
- [CPPM Procedure Chapter C: Reimbursement of Expenses](#)
- [International Travel Approval Form](#)

Policy Amendment Log

Amendment Number:	Date:
0	November 1990
1	September 2007
2	November 2017
3	April 2018