

TRAVEL AND RELATED EXPENSES POLICY



TRAVEL AND RELATED EXPENSES POLICY			
Effective Date	February 22, 2017	Policy Type	Administrative
Responsibility	Director, Financial Services	Cross-Reference	<ol style="list-style-type: none"> 1. Employee Code of Conduct Policy 2. Financial Signing Authority Policy 3. Hospitality and Community Stewardship Expenses Policy 4. IT Technology Access Policy 5. Procurement Policy 6. Research Grants Policy 7. Travel Expense Claim Form 8. Travel Advance Request Form 9. Use of Credit and Procurement Card Policy 10. Policy Exception Form 11. Vehicle Use Policy
Approver	Executive Council	Appendices	<ol style="list-style-type: none"> 1. Travel Distances 2. Travel Allowances 3. Summary of Eligible and Ineligible Expenses
Review Schedule	Every 5 years		

1. Policy Statement

- 1.1. Members of Grande Prairie Regional College (“GPRC” or the “College”) including employees, students and others may be required to travel while conducting College business. The College will reimburse actual travel expenses, or a reasonable allowance for expenses incurred by travellers in the performance of their duties, and within the approved guidelines.
- 1.2. Donor, grantor, or funding agency restrictions may require other additional criteria and standards for travel and related expenses. In these circumstances, the College policy and funder requirements will be applied in tandem, or at the highest standard. Refer to Research Grants Policy.

2. Background

- 2.1. GPRC may require employees, students, and others to travel within Canada and internationally for a variety of purposes including, but not limited to, visiting GPRC campuses, meetings, conferences, athletic or academic competitions and training.
- 2.2. A well-defined travel expense policy can reduce the risk of inappropriate and ineligible expenses being claimed, approved, and reimbursed.

3. Policy Objective

- 3.1. As a publicly funded institution, GPRC is accountable for the prudent and effective stewardship of College funds. The objective of this policy is to facilitate travel and related business expenses in support of the College's mission while maintaining controls for accountability, consistent with the Alberta post-secondary sector.

4. Scope

- 4.1. This policy applies to all employees, students, and others who incur travel and related expenses on behalf of the College. It applies to all funds administered by the College, including funds held on behalf of others, unless otherwise dictated by the fund owner and supported by Executive Council.
- 4.2. This policy shall apply to contractor relationships, unless expressly covered in a formal contract.
- 4.3. Travel and related expenses include, but are not limited to
 - 4.3.1. Accommodations
 - 4.3.2. Airfare
 - 4.3.3. Baggage
 - 4.3.4. Cellular phone usage
 - 4.3.5. Internet
 - 4.3.6. Intra-city fares including bus and subway
 - 4.3.7. Meal allowances or per diems
 - 4.3.8. Parking
 - 4.3.9. Sundry allowance
 - 4.3.10. Travel by Automobile (Private Vehicle, Fleet Vehicle, Rental)
 - 4.3.11. Third Party Vehicle (Taxi, Rideshare, Shuttle)

5. Definitions

- 5.1. "Arrival Time" refers to the time the traveller arrived back at their residence.
- 5.2. "Claimants" refer to employees, students, non-employees and others, who are submitting expense claims for reimbursement of business-related expenses on behalf of the College.
- 5.3. "College Business" includes meetings, conferences, student events, training, personal or professional development paid by the College and any other activity where the traveller represents the College.
- 5.4. "Department Head" refers to the Dean or Director. Refer to Section 21, for special provisions.
- 5.5. "Departure Time" refers to the time the traveller left their residence.
- 5.6. "Hospitality" are activities for which the primary purpose is to host (entertain) non-employees who are not otherwise engaged in work for the College as a matter of courtesy or to facilitate College business.

- 5.7. “Itemized Receipt” is documentation that includes the following information about an item or service that was purchased a) the name of the person who received the product or service *may be excluded on some receipts* b) the provider or vendor c) a description of the product or service d) the cost and applicable taxes. Itemized receipts may be in the form of an invoice, a cash register slip, an email confirmation, or other documentation.
- 5.8. “Per Diem” is a reasonable allowance of a predetermined amount that may be claimed without the requirement to provide receipts and is in lieu of claiming actual expenses.
- 5.9. “Proof of Purchase” is documentation that demonstrates that an expense was paid. This can include a credit card receipt, debit card receipt, bank statement, credit card statement, or cash register receipt.
- 5.10. “Service Region” the GPRC service region includes campuses in Grande Prairie and Fairview, Learning Centres in Edson, Hinton, Jasper and Grande Cache, and the National Bee Diagnostic Centre in Beaverlodge.
- 5.11. “Travellers” refer to College employees, students and others that may be required to travel for College business.
- 5.12. “Travel Advance” is a payment made to a traveller prior to departure, and is intended to cover up to 75% of the estimated reimbursable expenses while away.
- 5.13. “Sundry” is provided as an allowance for incidental expenses that are small in amount and rare in occurrence. For the purpose of the policy, the sundry allowance is expected to cover items such as water, snacks, newspapers, and long distance calls.

6. Guiding Principles

- 6.1. Claimants must exercise moderation and good judgement with reference to travel expenses, consistent with the purpose of the trip. Expenses must be reasonable and be defensible to an impartial observer. Refer to Employee Code of Conduct Policy.
- 6.2. Reimbursement of up-front travel expenses such as flights or conference registrations can be claimed at the time the expense was incurred. The claimant must provide evidence of travel within the timelines stated in 6.3., or they will be required to return the funds to the College.
- 6.3. Request for reimbursement of travel expenses must be submitted within 30 days of the completion of the specified trip. Expenses must be submitted in the same fiscal year that they occurred. Expenses that were incurred in the previous fiscal year should be claimed no later than three (3) business days into the new fiscal year. At the discretion of the Department Head, claims for travel expenses outside of these timelines may not be reimbursed.
- 6.4. Airlines tickets and other pre-travel expenses for department specific travel (not recovered by professional development) should be charged to a department credit card, procurement card, or by way of purchase order, where possible. A copy of Pre-Authorization of Travel must be attached to the credit card or procurement card reconciliation.

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- 6.5. Within the prescribed timelines in 6.3, the traveller is to prepare a travel claim using the Travel Expense Claim Form and approved in accordance with the Financial Signing Authority Policy.
- 6.6. Absences from the regular work site must be approved by the traveller's supervisor or per the terms and conditions of employment. Pre-authorization of travel expenses is not considered an approval for the absence.
- 6.7. Pre-authorization for travel expenses must be approved through the Travel Authorization System prior to departure, and attached to all expense claims. Failure to obtain pre-authorization may result in the employee being personally responsible for expenses and other liabilities related to the travel. Travel must be approved in accordance with the following:

Destination	Approver
Within the province	Dean or Director
Outside of the province	Vice-President
International	President

- 6.8. If multiple travellers attend the same event and it is paid for at the same time, the highest level of authority should pay and submit the expense claim for reimbursement.
- 6.9. Travel expense claims for actual expenses must be supported by original itemized receipts and proof of payment. Claims for allowances don't require receipts, but should be reasonable relative to the requirements of the trip.
- 6.10. Cost recovery programs, such as teams and clubs, may set lower allowances for meals and use of a personal vehicle, as appropriate, in order to meet fiscal restraints. Prior to incurring travel expenses, these rates must be negotiated and documented between the traveller, the Department Head, and Director, Financial Services.
- 6.11. Itemized receipts should be in the claimant's name, where it would ordinarily be expected. Receipts in another name will require additional proof that the claimant reimbursed the purchaser.
- 6.12. Original itemized receipts will be retained by Financial Services. Exceptions may be considered by written request to the Director, Financial Services.
- 6.13. If a traveller recovers any part of an expenditure made from any other source, such as a partnering agency, only the net expenditure is claimable to the College.
- 6.14. Travel arrangements may be arranged personally by the traveller, or designate, and be reimbursed in accordance with this policy.
- 6.15. Expenses claimed are subject to audit by Financial Services and adjustments can be made, even after reimbursement.

7. Combining Personal Travel

- 7.1. A traveller, with advance written approval of the appropriate Department Head, may select the route and mode of transportation to combine personal activities with College business.
- 7.2. Reimbursement will be based on expenses that would have been incurred had the trip been made by the most direct route and only for business purposes. Proof of the cost for a direct business expense must accompany the claim.
- 7.3. When a traveller is accompanied by a companion, expenditures for the additional traveller are personal and not reimbursable. Additional expenses may include additional occupancy fees and pet fees. For gratuities and taxes on meals, a pro-rated portion for the companions share will be assessed as a personal expense.
- 7.4. If a rental vehicle booking is extended for personal travel, the traveller should ensure they have appropriate personal insurance coverage during this time. Additional insurance charges are not eligible for reimbursement. Refer to Section 13 for further details on car rental.

8. Loyalty Programs

- 8.1. Provided there are no additional costs to the College, travellers can join loyalty programs and retain the benefits for business or personal use.
- 8.2. Travel arrangements should be based on economy, convenience, or quality, rather than on the loyalty benefits earned.
- 8.3. Avion points earned on College corporate cards, are to be used for business-related travel. Refer to the Use of Credit and Procurement Card Policy.

9. Travel Advances

- 9.1. Travel advances are strongly discouraged and should be used only when other methods of payment such as a purchase order, corporate credit card, procurement card, or personal credit, are not available to the traveller.
- 9.2. Travel advances can be up to seventy-five percent (75%) of the estimated out-of-pocket expenses while on the trip, in accordance with this policy and approved rates. Anticipated costs can include meals, accommodations, transportation, and sundry allowances.
- 9.3. The Travel Advance Request Form must be completed by the claimant and approved by both the Department Head and Director, Financial Services.
- 9.4. Completed forms, including approvals, must be submitted to Accounts Payable at least seven working days prior to departure.
- 9.5. Travel advances must be reconciled with Financial Services by completing the Travel Expense Claim Form and submitting required supporting documentation, within the same timelines referenced in 6.3.

10. Transportation by Air

- 10.1. Airline travel should be the most economical and direct route available. Generally, only economy fares will be reimbursed unless it is not the most cost-effective choice. If claiming higher than economy fare, evidence of a reasonable search for alternatives must be provided with the expense claim.
- 10.2. Seat selection will be reimbursed only if it is included in the fare or the flight is longer than three (3) continuous hours in length.
- 10.3. Single baggage fees and the cost of transporting College material will be reimbursed. Excess personal baggage is not eligible to be reimbursed.
- 10.4. Trip cancellation insurance is not reimbursable under normal circumstances. Exceptions require advanced written approval by the Department Head.
- 10.5. In-flight internet connection fees and entertainment are ineligible expenses.
- 10.6. If a credit is given to a traveller for the flight cancellation and the expense was reimbursed to the traveller by the College, Financial Services and the appropriate Financial Signing Authority must be notified. Since airline credits are normally given to the individual rather than the College, the traveller is expected to provide the Financial Signing Authority with a detailed plan on how the credit will be used for College travel in the future. If the traveller uses the credit for personal travel, they must reimburse the College for the used credits.
- 10.7. Airline expenses must be supported by itemized receipts and proof of payment. Proof of travel may also be requested, such as a boarding pass, or other documentation that supports the claimant travelled to the destination.

11. Travel by Fleet Vehicle

- 11.1. College-owned vehicles should be used whenever possible, and in accordance with the Vehicle Use Policy.

12. Travel by Personal Vehicle

- 12.1. A personal vehicle may be used with advanced written approval of the Department Head.
- 12.2. Liability for a personal vehicle is the responsibility of the vehicle owner. The College will not cover any liability or insurance claims involving personal vehicles.
- 12.3. If a traveller uses a personal vehicle and a College fleet vehicle was not available, or reasonable to use in the particular situation, and supporting documentation is provided, the claimant will be reimbursed at the lowest of:
 - 12.3.1. The actual distance driven multiplied by the [CRA prescribed](#) per-kilometer rate, or
 - 12.3.2. The most economical return airfare that the traveller could obtain when the necessity for the trip became known.

- 12.4. Supporting documentation referred to in 12.3 must include an email from Facilities and Maintenance Operations Department indicating a fleet was not available, or written approval from the Department Head, which explains why a fleet was unreasonable.
- 12.5. If a traveller uses a personal vehicle, and a College fleet was available and reasonable to use, the claimant will be reimbursed at fifty percent (50%) of the rate in 12.3.1.
- 12.6. Documentation supporting per-kilometre claims should clearly indicate the nature and purpose of the trip taken, the distance driven, and destination points. Evidence of kilometers driven, must be supported by starting and ending odometer reading, along with a google map (or similar) with the destination points. If supporting documentation is not provided with the claim, Appendix 1 – Travel Distances will be used, as the distance driven.
- 12.7. Staff members who receive a car allowance may not claim per kilometer rates for travel within the College Service Region. Travel that extends beyond the service region, will qualify for reimbursement. They must also check with their insurance provider to ensure they have adequate coverage for business-related travel.

13. Car Rental

- 13.1. Travellers should request the “Alberta Government Rate” or “College Rate” with the rental agency. The booking should be made in the name of Grande Prairie Regional College, if possible. If it’s not possible, rent in the traveller’s name.
- 13.2. Liability and collision insurance should be waived when renting and driving vehicles in Canada, and is ineligible for reimbursement. Insurance coverage is provided under GPRC’s Commercial and General Liability Insurance. If required, proof of insurance can be obtained from the office of the Vice-President Administration.
- 13.3. Liability and collision insurance should be purchased when renting or driving outside of Canada. This expense is eligible for reimbursement.
- 13.4. Travellers may rent a compact or mid-size automobile for business travel, or when reasonable (i.e. travellers with a significant amount of College materials), a full-size vehicle.

14. Travel by Taxi or Other Third Party Vehicle

- 14.1. A traveler may claim the actual expense of hiring a third party vehicle such as a taxi, rideshare, or shuttle service.
- 14.2. The maximum amount claimable, is the actual charge, plus a gratuity of up to 20%. Expenses must be supported by itemized receipts.
- 14.3. An allowance for taxi fare, per Appendix 2, can be claimed without a receipt.

15. Accommodations and Sundry

- 15.1. Travellers must book accommodations that are reasonable and relative to the required destination.
- 15.2. Expenses for overnight accommodations may include a hotel, motel, guesthouse, or other licensed facility. Expenses must be supported by itemized receipts.
- 15.3. An allowance for private accommodations, per Appendix 2, may be claimed in lieu of licensed facilities, without receipts.
- 15.4. Accommodations for one night before and after an event is normally acceptable and claimable, provided the event start and end times warrant such travel logistics.
- 15.5. Longer periods of stay may be considered where a recovery period is required due to a strenuous itinerary or the claimant is making a presentation. Prior written approval of the Department Head, must be obtained prior to making arrangements to guarantee reimbursement, and must accompany the expense claim.
- 15.6. Travellers may claim a daily Sundry allowance for each overnight stay, with no requirement to provide receipts. If claimed, no additional reimbursements will be provided for personal telephone calls, water, snacks, newspapers or other incidentals.

16. Meals

- 16.1. Meal allowances may be claimed in lieu of actual meal expenses, without receipts, and are encouraged. Refer to Appendix 2, for allowance rates.
- 16.2. Travellers who claim actual meal expenses are expected to exercise good judgement, prudence, and due regard for economy.
- 16.3. A traveller may claim the actual cost of the meal, plus taxes, and up to a 20% gratuity. Claims must be supported by itemized receipts.
- 16.4. If actual meal expenses are perceived to be excessive or unnecessary, the amount reimbursed may be reduced to the meal allowance rate by the designated signing authority responsible for the claim.
- 16.5. If meals are provided as an integral part of transportation fares, conference fees, or provided by as part of hospitality, they cannot be additionally claimed as an allowance or actual expense.
- 16.6. Meals are ineligible to be claimed for ordinary travel between campuses. Exceptions may be given for travel which requires overnight stay, or other reasonable circumstance, with approval of the Department Head.

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- 16.7. For travel of less than one day, partial day meal allowances, or actual expenses may be claimed in accordance with this schedule:

	Departure before or at	Return after
Breakfast	7:30 am	7:30 am
Lunch	1:00 pm	1:00 pm
Dinner	6:30 pm	6:30 pm

- 16.8. Alcohol is a personal expense and will not be reimbursed.
- 16.9. Where meals are purchased primarily for the hospitality of a guest while on College business, the provisions of the Hospitality and Community Stewardship Expense Policy will apply.

17. Internet, Telephones, Courier and Mail

- 17.1. Internet connection fees, not included with accommodations, are reimbursable when primarily used to conduct College business.
- 17.2. College-issued cellular phones, where available, should be used in accordance with the IT Technology Access Policy.
- 17.3. If a traveller is required to make business related calls on a personal cellular phone, actual expenses may be reimbursed in accordance with the IT Technology Access Policy.
- 17.4. Courier and mail charges are reimbursable for business-related materials being shipped to and from the traveller's location.

18. Parking, Road Tolls, and Other

- 18.1. Expenses for parking, road tolls, or public transportation are reimbursable. Claims must be supported by itemized receipts.
- 18.2. Allowances for coin-metered parking, bridge tolls, and road tolls, will also be accepted without receipts and according to the rates in Appendix 2.

19. International Travel

- 19.1. Allowances for meals and sundry expenses for travel outside of Canada and the United States will be based on the [National Joint Council Travel Directive](#). The rate for commercial accommodations for the actual length of stay will be used.
- 19.2. A traveller may claim reimbursement for foreign exchange rates and service charges. If supporting documentation is not provided by the claimant, the average Bank of Canada closing rate for the duration of the trip will be used.

- 19.3. All international travel must have a risk assessment completed by Enterprise Risk Management prior to approvals.
- 19.4. Prior to travelling outside of Canada, the traveller is required to:
 - 19.4.1. Carry a Blue Cross Medical Card which provides 24/7 emergency assistance.
 - 19.4.2. Ensure there are no travel warnings for the country they are planning to visit.
 - 19.4.3. Provide their supervisor or designate, with a copy of their passport and detailed itinerary, in case of emergency.
 - 19.4.4. Obtain and carry the appropriate contact information of the Canadian Embassy for the country they are visiting.
 - 19.4.5. Ensure they have appropriate accident and medical insurance coverage.
 - 19.4.6. Ensure they are familiar with the laws of the country they are visiting.

20. Non-Allowable Expenditures

- 20.1. Expenses that are ineligible for claim or reimbursement include, but are not limited to:
 - 20.1.1. Alcohol
 - 20.1.2. Priority or Business Class Travel
 - 20.1.3. Car wash for rental vehicles
 - 20.1.4. Personal credit card membership fees
 - 20.1.5. Cancellation fees
 - 20.1.6. Expenses for failing to cancel transportation or accommodations
 - 20.1.7. Expenses of a travelling companion
 - 20.1.8. Fuel, for personal vehicles
 - 20.1.9. Hotel pay-per-view movies
 - 20.1.10. In-flight entertainment
 - 20.1.11. Interest charges on outstanding credit card balances
 - 20.1.12. Loss or damage to personal possessions while travelling
 - 20.1.13. Membership fees for loyalty programs
 - 20.1.14. Minibar refreshments
 - 20.1.15. Rental of formal wear
 - 20.1.16. Shoeshine
 - 20.1.17. Traffic or Parking Fines
 - 20.1.18. Valet
 - 20.1.19. Parking between campuses
 - 20.1.20. Pet Fees
 - 20.1.21. Seat Selection

21. Special Provisions for Professional Development and Leadership Funds

- 21.1. Professional Development and Leadership Funds can be assigned or available to individual employees, for enhancement of technical or academic knowledge, and within the context of a specified Collective Agreement, Terms of Reference, or individual agreement. Financial Signing Authority may be assigned to Director, Human Resources or the nominated Committee.

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21.2. For clause 7.1 and 15.5 a designated Financial Signing Authority for Professional Development or Leadership Funds can determine if it is appropriate to combine personal travel and if longer then designated length of stay is required.

21.3. For clause 12.1, Academic Staff Association members are permitted to use personal vehicles, in place of College Fleet, without advanced written approval of the Department Head.

22. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none"> Approve and formally support this policy
President	<ul style="list-style-type: none"> Review, for approval, International travel
Vice-Presidents	<ul style="list-style-type: none"> Review, for approval, out-of-province travel
Vice-President Administration	<ul style="list-style-type: none"> Review, for approval, exceptions to the policy
Dean or Director	<ul style="list-style-type: none"> Ensure staff follow the requirements of this policy Review, for approval, all travel for the area of responsibility Ensure requests for reimbursements are reasonable and in compliance with this policy, other College policies, and funding agency restrictions Review, for approval, lower then established meal and kilometer allowances Review, for approval, the combination of personal activities with College business Review, for approval, requests to use a personal vehicle Review, for approval, trip cancellation insurance Review, for approval, requests for longer periods of stay Review, for approval, meal claims for travel between campuses Review, for approval, travel advance requests
Director, Financial Services	<ul style="list-style-type: none"> Oversee the implementation of this policy Review, for approval, requests for the claimant to keep original receipts Review, for approval, travel advance requests Review, for approval, exceptions to the policy
Financial Services Staff	<ul style="list-style-type: none"> Ensure requests for implementation are reasonable and in compliance with this policy and other College policies Process reimbursements in a timely manner Properly record expenses and reimbursements in the general ledger Report any taxable reimbursements to the Canada Revenue Agency Perform monitoring and reviewing of expense claims
Claimant	<ul style="list-style-type: none"> Comply with the requirements of this, and other College policies Ensure that expenses have been incurred for legitimate and reasonable business purposes

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23. Exceptions to the Policy

23.1. Exceptions to the guiding principles in the policy must be documented and formally approved by the Vice-President Administration and Director, Financial Services. Evidence of the approval must be submitted to Financial Services for processing. Refer to Policy Exception Form.

23.2. Policy exceptions must describe:

23.2.1. The nature of the exception

23.2.2. A reasonable explanation for why the policy exception is required

23.2.3. Any risks created by the exception

24. Inquiries

24.1. Inquiries regarding this policy can be made to the Director, Financial Services

25. Amendments (Revision History)

25.1. Amendments to the policy will be published from time to time and circulated to the College Community.

25.2. Post-Implementation Policy Review: Approved April 16, 2019

Appendix 1 – Travel Distances

Destination	Standard Kilometers From Grande Prairie One Way	Standard Kilometers From Fairview One Way
Edson	421	536
Edmonton	460	575
Fairview	115	NA
Calgary	754	869
Grande Cache	188	303
Grande Prairie	NA	115
Hinton	334	449
Jasper	397	512

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Appendix 2 – Travel Allowances

Type of Expenses	Allowance
Taxi Fare	\$12.75 per occurrence
Private Accommodations	\$40.00 per night
Meals	Breakfast - \$12.00 Lunch - \$15.00 Dinner - \$23.00
Sundry	\$10 per over night stay
Bridge Toll	\$8 per trip
Coin-Metered Parking	\$10 per trip

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Appendix 3 – Summary of Eligible and Ineligible Expenses

Expense Type	Summary	Eligible	Ineligible
Combining Personal Travel	Permitted with advanced written approval of Department Head. Refer to Sec. 7	- Expenses that would have been incurred by the most direct route	- Pet Fees - Companion expenses
Loyalty Programs	Permitted provided there are no additional costs, and travel arrangements are not based on awards. Refer to Sec. 8	- Awards can be used for personal or business travel	- Avion points earned with College Corporate Cards must be used for business travel
Travel Advances	Up to 75% advance of expenses, with approval, detailed budget, and 7 business days' notice to Accounts Payable prior to travel. Refer to Sec. 9		
Transportation by Air	Most economical and direct route available. Refer to Sec. 10.	- Economy Class - Seat Selection, if >3 continuous hrs. - Single Baggage	- Business or Priority Class - Seat selection if <3 hours - Trip Cancellation - In-flight entertainment and internet - Excess baggage Fees
Travel by Fleet	To be used whenever possible. Refer to Vehicle Use Policy. Refer to Sec. 11		- Traffic fines such as speeding tickets or parking violations
Travel by Personal Vehicle	Private vehicle can be used with advanced written approval. Rates will be based on fleet availability and reasonability, as approved by the Department Head. Refer to Sec 12.	- CRA rate, or 50% of CRA prescribed rate - Those with vehicle allowances, can claim mileage outside of GPRC service region	- Fuel - Maintenance - Insurance - Car wash - Employees receiving a vehicle allowance cannot claim per-kilometre rates in GPRC service region
Car Rental	Rentals should be booked in GPRC name, if possible. Additional insurance waived if in Canada Refer to Sec 13	- Compact or Mid-Sized - Fuel	- Full-sized vehicle, unless accompanied by documented need - Car wash
Travel by Taxi or Other Third Party	Taxi, Rideshare, Shuttle, or other mode accepted. Refer to Sec. 14	- Allowance of \$12.75/trip by Taxi - Actual expenses, taxes and up to 20% gratuity	- Gratuity in excess of 20%
Accommodations and Sundry	Expenses must be reasonable for the destination. Licensed or private accommodations are permitted. Refer to Sec 15	- One-night before and after the event, when travel logistics require it - Additional length of stay requires advanced written approval - Allowance of \$40/night of private accommodations	- Longer then required accommodations - Additional occupancy or pet fees - Pay per view movies - Mini-bar refreshments - Valet - Shoeshine - Room upgrade

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Expense Type	Summary	Eligible	Ineligible
Meals	Allowances are encouraged over actual meal expenses. Claimant is expected to use good judgement, prudence and due regard for economy. Refer to Sec. 16	<ul style="list-style-type: none"> - Meal Per Diems Rates: Breakfast \$12 / Lunch \$15 Dinner \$23 - Actual expenses, taxes, and up to 20% gratuity 	<ul style="list-style-type: none"> - Alcohol - Meals that were provided in conferences, airfare, or hospitality - Excessive or unnecessary expenses - Gratuity in excess of 20%
Internet, Telephone, and Courier/Mail	These services are generally eligible provided it's primarily for conducting College business. Refer to Sec. 17.	<ul style="list-style-type: none"> - Personal cell phone usage, according to IT Technology Access Policy - Internet services required to conduct business - Courier and Mail expenses required to ship College materials 	<ul style="list-style-type: none"> - Internet primarily for personal use
Parking, Road Tolls, and Other Misc.	Expenses for parking, road tolls, and bridge tolls are reimbursable either as an allowance or actual business expense. Refer to Sec. 18	<ul style="list-style-type: none"> - Allowance for metered parking of \$10.00 and road tolls of \$8.00 per business trip - Expenses for non-metered such as daily, overnight, or airport parking requires actual receipts 	<ul style="list-style-type: none"> - Traffic fines such as speeding tickets or parking violations
International Travel	Written approval from the President is required prior to making travel arrangements. Actual expenses or allowances are permitted to be claimed. Refer to Sec. 20	<ul style="list-style-type: none"> - Allowances are based on the National Joint Council Travel Directive. The commercial accommodation at the actual duration of stay will be used - Foreign exchange fees 	<ul style="list-style-type: none"> - Excessive meals or accommodations that are not relative to the destination - Refer to 20.1