

TRAVEL AND RELATED EXPENSES POLICY			
Effective Date	February 22, 2017	Policy Type	Administrative
Responsibility	Director, Financial Services	Cross-Reference	1. Financial Signing Authority Policy 2. Hospitality and Community Relations Expenditure Policy 3. Purchasing Policy 4. Use of College Credit Card Policy
Approver	Executive Council		
Review Schedule	Every Year	Appendices	1. Schedule of Allowable Travel Expenses

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 such as a per diem for expenses incurred by travellers in the performance of their duties, and within approved guidelines.
- 1.2 Donor or funding agency restrictions may differ from those of the College and determine the expense qualification and criteria. In circumstances where donor or funding agency restrictions do not address a particular situation, College policy and procedures will apply.

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, travel for athletic or academic competitions, and training.
- 2.2 Well-defined travel expense policies can reduce the risk of inappropriate and ineligible expenses being claimed, approved and reimbursed. Ensuring standards for travel expense reimbursement are in place can reduce these risks.

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, contractors and others who incur College travel and related expenses. Unless otherwise outlined in a formal contract in a contractor relationship, this policy shall apply.
- 4.2 Travel and related expenses include, but are not limited to: (See Appendix A for a Schedule of Allowable Travel Expenses)
 - 4.2.1. Accommodations and accommodation parking
 - 4.2.2. Airfare and single baggage fees
 - 4.2.3. Automobile (e.g. mileage, vehicle rentals, fuel, etc.)

- 4.2.4. Excess baggage charges where extra supplies / equipment are required for College business purposes
 - 4.2.5. Internet connectivity in hotels, airplanes or other public places
 - 4.2.6. Intra-city fares including bus and subway
 - 4.2.7. Meal per diems
 - 4.2.8. Sundry allowances when overnight stay is required.
 - 4.2.9. Charges for electronic communication related to College business.
- 4.3 Hospitality, hosting and community stewardship expenses are not included within the scope of this policy.

5. Definitions

- 5.1 “Claimants” refer to College employees, students, non-employees and related parties who are submitting expense reports for reimbursement of business-related expenses on behalf of the College.
- 5.2 “Hospitality” refers to any activity involving a visitor or guest of the College when that activity supports the educational research or services of GPRC.
- 5.3 “Per diem” is a reasonable allowance for a predetermined amount that may be claimed without the requirement to provide receipts in lieu of claiming actual expenses.
- 5.4 “Proof of purchase” is the documentation demonstrating evidence that an expense was incurred. This can include invoices, itemized receipts, credit card receipts, cash register receipts and email confirmation.
- 5.5 “Travellers” refer to College, employees, students and others that may be required to travel while conducting College business.
- 5.6 “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.
- 5.7 “Departure time” refers to the time the traveller had to leave their residence.
- 5.8 “Arrival time” refers to the time the traveller arrived back at their residence.
- 5.9 “Travel Advance” is a payment made to a traveller prior to departing for College-related business and is intended to cover up to 75% of the estimated reimbursable costs. The traveller is responsible to repay the advance or must provide proof of actual expenses incurred by completing a travel reimbursement form along with original receipts within 7 days of completed travel.

6. Guiding Principles – General

- 6.1 In keeping with College’s status as a publicly funded institution, it is the responsibility of each staff member or contractor to exercise judgment and moderation with reference to travel expenses, consistent with the purposes of the trip. All expenses must be reasonable and reflect prudence, good judgement, and be defensible to an impartial observer.

- 6.2 Request for reimbursement of travel expenses must be submitted within 30 days upon 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 business days into the new fiscal year. Claims for travel expenses outside of these timelines may not be reimbursed.
- 6.3 Airline tickets and other pre-travel expenses will be reimbursed after the trip has occurred. In order to avoid the traveller from carrying these costs personally it is recommended, where appropriate and approved, that such fees be expensed to a department credit card, procurement card, or by way of purchase order.
- 6.4 Travellers who have personally paid for pre-travel costs have the option to apply for a travel advance. (Refer to GPRC Assistant/Forms/Financial Services/Travel Advance)
- 6.5 Within the prescribed timelines in 6.2, the traveller is to prepare a travel claim using the Travel Expenses Reimbursement form approved in accordance with the Financial Signing Authority Policy.
- 6.6 Travel must be approved through the travel authorization system prior to departure and in accordance with the following:

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

- 6.7 In the event multiple travellers attend an event and one traveller pays for the attendees, the highest level authority should pay and submit the expenses for reimbursement.
- 6.8 A claim for reimbursement of expenses must be accompanied by documentation detailing the business purpose of the expenses. Travel claims should be supported by original itemized receipts and invoices that clearly substantiate the expenses incurred. Photocopied receipts and credit card receipts or statements are not acceptable as they do not itemize the transactions.
- 6.9 Receipts submitted for reimbursement must be in the claimant's name. Receipts in another traveller's name will require additional proof that the claimant reimbursed the purchaser.
- 6.10 All original receipts will be retained by Financial Services. Claimants requesting that the original receipts are returned after processing must provide a detailed explanation in writing (i.e. email or letter) for approval by the Director, Financial Services.
- 6.11 If a traveller recovers any part of an expenditure made from any other source (i.e. discount, credit or bonus for travel etc.), only the net expenditure is claimable from the College.
- 6.12 When a traveller is accompanied by a spouse or companion, expenditures made on behalf of the spouse or companion are personal and not reimbursable. For example, in the case of accommodation, the traveller is responsible for additional occupancy costs including pet fees. In the case of gratuities and taxes on meals, the companion's prorated portion is a personal expense.
- 6.13 Expenses claimed are subject to audit by Financial Services and adjustments can be made even after reimbursement.

7. Travel Arrangements

7.1 Tickets for approved travel and accommodations may be arranged personally by any traveller and reimbursement will be made in accordance with this policy.

7.2 Combining Personal Travel

A traveller may, with advance written approval by the Director or Dean of the department or program for which the travel is required, or PD Committee if the travel is for Professional Development, or the applicable Vice-President, select the route and mode of transportation to combine personal activities with College business. Reimbursement shall be based only on expenses that would have applied had the trip been made by the most direct route and only for business purposes. Proof of the cost for a direct business trip should be presented with the claim. If personal activities extend the period of working time required for a trip, then such additional time shall be deducted from vacation leave entitlements or may be granted as leave without pay. Travellers are also reminded that insurance for rental vehicles is not required for business purposes; however, insurance is required if the rental vehicle is being used for business and personal activities. This additional insurance charge is not claimable. Documented evidence of insurance must be presented.

7.3 Loyalty Programs

Provided that there are no additional costs to the College, staff or contractors can join loyalty programs and retain benefits offered by the travel industry for business or personal use. However, the choice of airline or routing should be based on the lowest fare and agreements with contracted vendors, rather than on personal frequent flyer programs.

8. Travel Advances

8.1 Travel advances are strongly discouraged and should be only used as a last resort, when other payment methods such as purchase order, corporate credit card, or procurement card, have been attempted. Travel advances should not exceed seventy-five percent (75%) of the estimated costs of the trip, in accordance with this policy and approved rates. Anticipated costs can include airfare, meals, accommodations, third party vehicle, and sundry expenses.

8.2 A Travel Advance Request form must be prepared, approved and submitted to Financial Services at least seven working days prior to the intended departure date. A detailed budget of the trip and all associated and expected costs should be attached and approved according to Financial Signing Authority Policy.

8.3 Travel Advances must be cleared within the same timelines referenced in 6.2.

8.4 An individual may not have more than one travel advance outstanding at a time, unless the time period between the return date of the 1st trip and the start of the 2nd trip is less than 30 days.

9. Transportation Expenses

Travel by Air

- 9.1 All flights are to be economy class and booked in advance to realize advance booking prices. It is expected that all approved travel will be by the most economical and direct route possible and that accommodations are at reasonable rates relative to the destination. Generally, only economy fares will be reimbursed unless it is not the most economical choice (for example, Tango or Flex (Air Canada) or Econo or Flex (WestJet)). It is advised that a screen shot of the fares available at the time of booking be provided to avoid airfare amount adjustment. Seat selection will not be reimbursed, unless seat selection is included in the fare or the flight is longer than three (3) hours in length. Excess baggage (more than one bag) will not be reimbursed unless the traveller is transporting College material in the excess baggage.
- 9.2 If for any reason a credit is given to the traveller for the flight or portion of the flight or costs, the traveller must notify Financial Services to alert them to this credit. Since airline credits are given to the individual traveller and not returned to the College, the traveller is expected to provide the College with a plan on how they will use the credit for College travel. If the traveller uses the credit for personal travel, they must reimburse the College for any used credits.
- 9.3 Trip cancellation insurance should not be purchased under normal circumstances. Exceptions to this requires advance written approval by the Director or Dean of the department or program for which the travel is required or the applicable Vice-President.
- 9.4 Travellers are encouraged to make travel arrangements far enough in advance to take advantage of rate reductions.
- 9.5 Airline expenses should be supported by the original invoices, electronic tickets or other proof of payments and proof of travel documents (e.g. boarding pass).

Travel by Vehicle

- 9.6 College-owned vehicles should be used whenever possible in accordance with the Vehicle Use Policy. Proof of fleet unavailability is required as supporting documentation when claiming rates under 9.7, otherwise 9.8 will apply.
- 9.7 **When a College-owned vehicle is not available**, a rental car (refer to 9.13) or personal automobile may be used with advance written approval of the Director or Dean of the department or program for which the travel is required, or the applicable Vice-President, or the PD Committee if the travel is for Professional Development. If a traveller is using a personal vehicle, the traveller should check their automobile insurance to ensure that the vehicle can be used for business purposes. The liability for the personal vehicle will be with the traveller, and the College will not cover any liability or insurance claims associated with the vehicle. If a traveller uses a personal vehicle they will be reimbursed at **the lowest of:** 1) the actual distance driven multiplied by the per-kilometre rate, or 2) if applicable, the most economical return airfare that the traveller could obtain when the necessity for the trip became known, or 3) the known cost or calculated cost of a rental vehicle including a reasonable gas estimate.

For use of a personal vehicle, reimbursement for actual distance traveled will be at the Canada Revenue Agency reasonable per-kilometre allowance. This rate can be found at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbll/wnc/nntx-eng.html>.

The current CRA reasonable per-kilometre allowance rate as of January 1, 2016 is \$0.54 per kilometre.

- 9.8 **When a College-owned vehicle is available**, or the driver is ineligible to use a fleet vehicle, the traveller may choose to take a personal automobile. Advance written approval of the Director or Dean of the department or program for which the travel is needed, or the PD Committee if the travel is for Professional Development, or the applicable Vice-President, is required. Travellers using a personal vehicle should check their automobile insurance to ensure that the vehicle can be used for business purposes. The liability for the personal vehicle will be with the traveller, and the College will not cover any liability or insurance claims associated with the personal vehicle. If a traveller uses a personal vehicle they will be reimbursed at **the lower of**: 1) \$0.165 per kilometer 2) if applicable, the most economical return airfare that the traveller could obtain when the necessity for the trip became known.
- 9.9 Documentation supporting mileage claims should clearly indicate the nature and purpose of trips taken, the distances covered as well as the points of origin and destination.
- 9.10 Staff members who receive a car allowance may not claim mileage rates within the College region. Staff members may claim the per kilometre rate on trips that take the traveller outside the College delivery region based on total mileage driven.
- 9.11 If the business destination is serviced by commercial air, a traveller may choose to use a College-owned vehicle, a rental car or a personal vehicle rather than fly. The traveller is required to obtain advance written approval of the Director or Dean of the department or program for which the travel is required, or the PD Committee if the travel is for Professional Development, or the applicable Vice-President. If using a personal vehicle, the traveller will be reimbursed at the lowest of: 1) the actual distance driven multiplied by the per-kilometre rate (refer to 9.7 and 9.8), or 2), the most economical return airfare that the traveller could obtain when the necessity for the trip became known, or 3) the known cost or calculated cost of a rental vehicle including gas (refer to 9.13). Meals, accommodation and/or other expenses will not be reimbursed for any period beyond that which would occur if the traveller was travelling by air. Exceptions can be made for substantiated medical reasons, or where adequate air travel is uneconomical, or not reasonably available.
- 9.12 The College will not pay the cost of additional business travel insurance for use of a personal vehicle if an additional premium is charged by the traveller's insurance company.
- 9.13 Travellers may rent a compact or mid-size automobile for business travel or, when reasonable (i.e. travellers with a significant amount of luggage or supplies), a full size vehicle. Where rental cars are used, staff must confirm an "Alberta Government rate" or "College rate" with the rental agency.
- 9.14 The College carries a Commercial General Liability Insurance Policy. Travellers are advised when renting vehicles for College business in Canada or the U.S., to rent vehicles in the College's name and waive the liability and collision insurance offered by the rental agency. Proof of insurance can be obtained through the office of the Vice President, Administration.
- 9.15 If vehicles are rented outside of Canada or the U.S, the traveller must purchase liability and collision insurance.

Travel by Third Party Vehicle

- 9.16 A traveller may claim the actual expenses of hiring a third party vehicle (i.e. taxi). The amount claimable for reimbursement is the actual amount paid plus a gratuity up to 20% supported with a detailed receipt.
- 9.17 Miscellaneous expenses such as parking, road tolls, public transportation, and airport buses/trains including reasonable gratuities (20% maximum) are reimbursable subject to the presentation of original receipts where possible. Examples of smaller expense items that will be accepted without a receipt include coin-metered parking up to a maximum of ten dollars (\$10) and bridge or road tolls (up to a maximum of eight dollars (\$8), per trip).

10. Accommodation, Meals and Sundry Expenses

Accommodation

- 10.1 Accommodation for one night before and after an event is acceptable, provided the event start and end times warrant such travel logistics. 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. Advance written approval of the Director or Dean of the department or program for which the travel is needed, or the PD Committee if the travel is for Professional Development, or the applicable Vice-President, is required.
- 10.2 Where travel on College business requires overnight accommodation, a traveller may claim reimbursement of the cost of a hotel, motel, guesthouse or other licensed accommodation with detailed receipts.
- 10.3 Alternatively, while travelling on College business, travellers may claim an allowance of \$40 for each night of private arrangements for accommodation.

Meals and Sundry

- 10.4 The use of meal allowances or per diems are strongly encouraged over the submission of actual meal receipts. The use of per diems reduces the administrative cost of gathering, submitting, and reviewing meal receipts. Receipts are not required when claiming meal allowances. (See Appendix A for current rates)
- 10.5 Travellers who claim actual meal expenses or charge meals to corporate credit cards, or procurement cards, instead of the per diem allowances are expected to exercise good judgement, prudence and due regard for economy. A traveller may claim the actual cost of the meal, plus GST and up to 20% gratuity. A traveller may also request an amount lower than actual expenses, if they so choose. The approver of the meal expenses may reduce the amount claimed by the traveller to the maximum meal per diem, should the claim be excessive or unnecessary. Detailed receipts for actual expenses are required to be submitted.
- 10.6 Meal per diems or expenses are ineligible for reimbursement when travelling between campuses. The Director or Dean may approve exceptions. Departments are able to set lower meal allowances as appropriate, in order to meet fiscal restraints such as cost recovery programming, teams, and clubs.
- 10.7 Alcohol is a personal expense and will not be reimbursed unless purchased as part of a hospitality-related activity involving individuals other than College travellers (Refer to Hospitality and Community Relations Expenditures Policy).

10.8 For travel of less than one day, where the round trip is completed on the same day and overnight accommodation is not required, partial day meal allowances may be claimed in accordance with the following schedule:

	Departure before or at	Return after
Breakfast	7:30 a.m.	7:30 a.m.
Luncheon	1:00 p.m.	1:00 p.m.
Dinner	6:30 p.m.	6:30 p.m.

- 10.9 Meals that are provided as an integral part of transportation fares or included as paid convention fees, or provided as hospitality from another entity may not be claimed.
- 10.10 Where meals or beverages, while travelling for College business purposes, are purchased for the purpose of hospitality, hosting or community relations, the provisions of the Hospitality and Community Relations Expenditure Policy will apply.
- 10.11 A traveller may claim a daily Incidental Sundry allowance for personal expenses for each full day which involves an overnight stay, with no requirement for receipts. When this allowance is claimed, no additional claim shall be allowed for laundry, dry cleaning, local telephone calls or other incidentals such as water, snacks, or other personal expenses.

Telephones, Internet, and Courier/Mail

- 10.12 If the traveller does not have a College issued cellular phone, and they are required to make business related calls, reimbursement for the use of a personal cell phone will be provided. A prorated portion of the cell phone usage for business purposes will be reimbursed.
- 10.13 Internet usage not included with the accommodations are reimbursable when used primarily for the purpose of conducting College business.
- 10.14 Purchases of cell phones are not permitted as a travel expense.
- 10.15 Courier and mail charges are reimbursable for business-related materials being shipped to/from the staff member's travel location.
- 10.16 Travellers possessing a College issued cellular phone should not charge long-distance telephone calls to a hotel bill when travelling within Canada as these costs are usually higher.

11. International Travel Allowances and Expenses

11.1 Allowances for meals and sundry expenses outside of North America will be based on the Government of Canada National Joint Council Travel Directive, prescribed rates. The traveler must use the 75% rate found in the prescribed rate table. Any other expenses claimed based on receipts may also be adjusted for the foreign exchange rate in effect at the time of travel.

Current rates can be found at <http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php>.

- 11.2 A traveller may claim reimbursement for all foreign exchange rates and service charges, including losses due to changes in the exchange rate of foreign currency, incurred while travelling on College business outside Canada. Unless supporting documentation is provided, the average Bank of Canada closing rate for the duration of the trip will be used to calculate the foreign exchange rate, when reimbursing travellers.
- 11.3 A traveller travelling outside of Canada is required to:
 - 11.3.1 Carry a Blue Cross Medical Card which provides 24/7 multi-lingual emergency assistance including medical. The Blue Cross Medical Card is available from Human Resources.
 - 11.3.2 Ensure there are no travel warnings for the country they are planning to visit.
 - 11.3.3 Provide their supervisor or a designated person at the College with a copy of their passport and a detailed itinerary for emergency use only.
 - 11.3.4 Obtain and carry the appropriate contact information of the Canadian embassy for the country they are visiting.
 - 11.3.5 Ensure they have purchased appropriate accident insurance when travelling abroad (College Travellers are covered through Blue Cross).
 - 11.3.6 Purchase insurance on rental vehicles if outside of Canada and the USA.
 - 11.3.7 Ensure they are familiar with the laws of the country they are visiting.

12. Non-Allowable Expenditures

- 12.1 Expenditures that are not allowed for reimbursement include but are not limited to:
 - 12.1.1 Alcoholic beverages unless purchased as part of a hospitality-related activity involving individuals other than College employees (Refer to Hospitality and Community Relations Expenditures Policy)
 - 12.1.2 Priority economy or business class air travel
 - 12.1.3 Car wash expenses for rental vehicles
 - 12.1.4 Personal credit card membership fees
 - 12.1.5 Expenses for failing to cancel transportation or accommodation
 - 12.1.6. Expenses related to vacation or personal days while on business travel
 - 12.1.7. Expenses of a travelling companion
 - 12.1.8. Hotel pay-per-view movie expenses
 - 12.1.9. In-flight pay movies
 - 12.1.10 In-flight telephone or internet charges
 - 12.1.11 Interest charges on outstanding credit card balances
 - 12.1.12. Loss or damage to personal possessions while travelling
 - 12.1.13 Membership fees for hotel frequent guest programs
 - 12.1.14 Mini-bar refreshments
 - 12.1.15 Personal toiletries
 - 12.1.16 Rental of formal wear
 - 12.1.17 Shoeshine expenses
 - 12.1.18 Souvenirs
 - 12.1.19 Traffic and parking fines

- 12.1.20 Vehicle valet charges
- 12.1.21 Pet Fees
- 12.1.22 Seat Selection

13. 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 and approve any exceptions to the requirements of this policy
Department 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 the requests for reimbursement are reasonable and in compliance with this policy and related policies and any funding restrictions • Review for approval, meal claims for travel between campuses
Director, Financial Services	<ul style="list-style-type: none"> • Oversee the implementation of this policy
Financial Services Staff	<ul style="list-style-type: none"> • Ensure the requests for reimbursement are reasonable and in compliance with this policy and related policies and any funding restrictions • 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 (e.g. auditing) of expense claims
Claimant	<ul style="list-style-type: none"> • Comply with the requirements of this policy applicable to them at all times • Ensure that the expenses have been incurred for legitimate and reasonable College business purposes and are in accordance with this policy

14. Exceptions to the Policy

14.1 Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President Administration.

14.1.1 Policy exceptions must describe:

14.1.1.1 The nature of the exception

14.1.1.2 A reasonable explanation for why the policy exception is required

14.1.1.3 Any risks created by the policy exception

14.1.1.4 Evidence of advance written approval by the Vice-President Administration.

15. Inquiries

15.1 Inquiries regarding this policy can be directed to the Director, Financial Services.

16. Amendments (Revision History)

- 16.1 Amendments to this policy will be published from time to time and circulated to the College community.

TRAVEL AND RELATED EXPENSES POLICY



Appendix 1 – Schedule of Allowable Travel Expenses

The following list identifies all travel expenses that are reimbursable to an employee, student, or others who travel on behalf of the College. If an expense does not appear on this list, it is not a reimbursable expense. Financial Services will review the allowances and rates quoted in this schedule in January of each year.

Reimbursable Expense	Expense Details	Required Supporting Documentation
<p>TRANSPORATION EXPENSES</p> <p>Travel by air</p> <p>Associated air fare costs:</p> <ul style="list-style-type: none"> - Single Baggage Fees - Seat Selection Fees (over three hours, or medical condition) 	<p>Actual fares paid will be reimbursed after travel has been completed.</p> <p>Only the most economical and direct route possible should be claimed. Normally, Tango or Flex (Air Canada) Econo or Flex (WestJet) is the most economic.</p> <p>Seat selection will not be reimbursed, unless it is part of the fare, or the flight is longer than three hours, or a medical condition requires special seating.</p> <p>Actual baggage fees paid for standard luggage according to the airline policy.</p> <p>Additional baggage, when additional equipment is required for College business</p>	<p>Original ticket receipt, including itinerary, and proof of purchase. The supporting documentation should include the fare class booked and traveled.</p> <p>If seat selection is claimed due to the duration of the flight, the itinerary will suffice (same as above). If a medical condition requires seat selection, a Dr's note should be attached or on file.</p> <p>Original receipt.</p> <p>Original receipt, with an explanation for additional baggage requirement.</p>
<p>Travel by vehicle</p> <p>Travel by vehicle – continued.</p>	<p>College owned vehicles should be used whenever possible, but may not always be available, efficient, or preferred.</p> <p>If a College owned vehicle was not available, the traveller may claim either the cost of a car rental or the use of a personal vehicle.</p>	<p>Documented evidence that a fleet vehicle was not available. If evidence is not provided the claim will be processed assuming a fleet vehicle was available.</p> <p>Original receipts.</p>

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	<p>1) Rental Car. Eligible expenses are actual costs including gas. Excludes additional insurance. Limited to compact or mid sized vehicle. See 9.13 to 9.15 of the policy for further details.</p> <p>2) Personal Vehicle</p> <p>Lowest of</p> <p>(a) The actual distance driven, multiplied by the rate of 0.54/km (CRA Rate)</p> <p>(b) The most economical airfare</p> <p>If a fleet vehicle was available, but the traveler chose to take a personal vehicle, the reimbursement rate will be at the lower of:</p> <p>a) An allowance of 0.165 per km. (Alberta Government Rate for when a more efficient mode of transportation was available)</p> <p>b) If the destination is serviced by commercial air, the most economical return airfare that the travel could obtain</p>	<p>Advance documented approval of rental option from the appropriate budget owner (i.e. Director, Dean or PD Committee).</p> <p>Advance documented approval to take the personal vehicle from the Director or Dean of the department for which the travel is required.</p> <p>If claiming (a) a google map of the points of destination showing a reasonable estimate of the km's driven. In absence of the google map, a standard km rate from the College to the destination city will be used. See Standard Kilometer Table at the end of this document.</p> <p>If claiming (b) a screen shot printing of the airfare from a commercial airline website, for the flights that could have been booked, when travel was known.</p> <p>Advance documented approval to take the personal vehicle from the Director or Dean of the department for which the travel was required.</p> <p>If claiming (a) a google map of the points of destination showing a reasonable estimate of the km's driven. In absence of the google map, a standard km rate from the College to the destination city will be used. See Standard Kilometer Table at the end of this document.</p> <p>If claiming (b) a screen shot printing of the airfare from a commercial airline website, for</p>
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	when the necessity for the trip became known.	the flights that could have been booked, when travel was known
Combining personal travel	Personal travel may be added to the trip but all additional costs are the sole responsibility of the traveler	Advance documentation (an email is sufficient) that the personal travel was permitted by the department that required the original business travel. The traveler is required to submit written proof (screen shot of travel quotes) supporting the cost of the travel without the personal portion and may only claim the lesser of the return fare from the original destination or return from personal destination.
TRAVEL BY THIRD PARTY & PARKING Taxi, Bus, Train Parking (with receipt) Parking and tolls without receipts.	Actual cost of fare plus gratuity (if applicable) Parking will be reimbursed for actual costs of off-campus parking. It is acknowledged that metered parking and toll charges are not always receipted, where these expenses were required amounts will be reimbursed to a maximum of \$10 for metered parking and \$8 for toll charges, per trip.	Original receipts required if over \$12.75 Original receipts required.

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<p>ACCOMODATIONS, MEALS and SUNDRY</p>		
<p>Accommodations Hotel, Motel, Guesthouse</p>	<p>Accommodation for one night before or after an event, when start and end times warrant such travel logistics. Periods beyond these allowances require approval by the department that the travel is intended for.</p> <p>Limited to standard single occupancy (with a private bathroom) rate in a business class hotel, or whatever class of available accommodation is the least expensive/most reasonable. Booking at conference hotels are encouraged even if cheaper accommodation can be found in the city. This is due to the savings incurred by less travel required between sites. Luxury hotels or use of resorts will not be reimbursed.</p>	<p>Meeting itinerary, conference schedule, or formal travel plan.</p> <p>Written explanation of approval for stays longer than one-day prior</p> <p>Original itemized receipts</p>
<p>Private Dwelling</p>	<p>A traveller may choose to stay with a family member or friend, and may claim a private dwelling allowance of \$40 per night.</p>	<p>Documentation that overnight travel was required, no other accommodation for the same evening can be claimed.</p>
<p>Accommodation associated expenses:</p>		
<p>Internet Usage</p>	<p>Internet usage not included in accommodation fees are reimbursable, for the purpose of conducting College Business.</p>	<p>Original receipt.</p>
<p>Business Telephone</p>	<p>If the traveller does not have a College issued cellular phone, and they are required to make business calls, reimbursement for the use of a personal cell phone will be provided. A prorated portion of the cell phone usage for business purposes will be reimbursed.</p>	<p>Original cellular phone bill.</p>
<p>Meals</p>	<p>The maximum per diem allowance rates that will be reimbursed are as follows.</p>	<p>Receipts are not required.</p>

TRAVEL AND RELATED EXPENSES POLICY



	<p>Breakfast \$12 CAD/USD Lunch \$15 CAD/USD Dinner \$23 CAD/USD</p> <p>If the traveler is claiming actual meal expenses or, or are expensing meals to a corporate credit card, good judgement, prudence and due regard for economy is expected. The expense approver may reduce the claim to the per diem amount.</p>	<p>Original receipts. Approval from the appropriate Dean, Director or Vice-President, or PD committee, if actual expenses are over the per diem rate.</p>
Sundry	<p>A traveler may claim a daily incidental sundry allowance to a maximum of \$10 for personal expenses for each overnight stay. Incidentals can include newspaper, coffee, muffins, personal phone calls, tipping, water, etc.</p>	<p>Documentation or evidence of overnight travel is required. Receipts are not required. If incidentals were less than the \$10 maximum; claim the lower amount.</p>

Standard Kilometer Allowance

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