



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: TRAVEL & ENTERTAINMENT

Procedure No.	FA-308-PR	Division	Finance & Administration
Supersedes	n/a	Board Policy Ref.	BP-PO-001B
Related Policy	FA-308	Effective Date:	January 9, 2012 (R6)

PROCEDURE

1.0 Application

These rules shall apply to all employees who are on travel status. Should a situation arise wherein these rules are not appropriate, the employee shall obtain written approval for a variance from the Vice President, Finance and Administration through the local administrator before going on travel status.

2.0 Definitions

For the purpose of these rules, the following definitions shall apply:

Allowance	An authorized amount which may be claimed for specific items in lieu of actual expenditure; e.g., meal allowance
Board	The Board of Governors of College of the North Atlantic
Supervisor	Means the manager within the division to whom the employee reports or is designated to approve employee travel.
Employee	A person currently employed by the Board of Governors of the College of the North Atlantic.
Headquarters	The regular place of employment, where an employee is normally stationed, or is required to use as his/her base of operations on a permanent basis.

HQ Area	An area within a radius of 20 kilometers of an employee's headquarters, patrol area, or territory in the case of an employee who is assigned such an area which is deemed to be his/her regular place of work and so named as his/her headquarters area.
Permanent Head	Means President of College of the North Atlantic
Residence	The place of domicile of the employee.
Travel/Trip Advance	An amount paid to an employee in anticipation of an expenditure to be incurred by him/her while on College business and for which he/she must subsequently account.
Travel Expenses	Expenses actually and necessarily incurred in connection with travel on College business.
Travel Status	Absence of an employee from his/her headquarters on College business, with the prior approval of his/her Supervisor.

3.0 General Rules

3.1 Responsibility

It is the responsibility of the Supervisor to determine whether, by whom and by what means, travel shall be undertaken. Once travel is authorized, the employee is entitled to the conditions and payments prescribed by these regulations.

3.2 Necessary Expenses

Rates and conditions of reimbursement are intended to be sufficient to cover out-of-pocket expenses reasonably and necessarily incurred and paid for while traveling on College business.

3.3 Headquarters Area

Normally, transportation costs are the only expenses reimbursable within the headquarters area. However, if justified, an employee may be reimbursed for other out-of-pocket expenses incurred within the headquarters area.

3.4 Claims

The travel claim will document all information and costs related to College business travel. Particularly, if a Purchase Order (PO) or Travel Order (TO) is used to pay for any portion of College travel, then it must be identified and documented on the claim, including PO, TO number, Vendor, etc.

3.5 Receipts

An invoice or itemized receipt supported by proof of payment shall be obtained and submitted with the travel expense claim. A credit card or debit card slip alone is not an acceptable receipt. For the purpose of this paragraph, invoice or itemized receipt means the hotel bill, itemized restaurant receipt, ticket stub, or any other official receipts issued by the payee.

3.6 Group Travel

There are situations where groups of employees, which may include students, travel on behalf of the College. In these situations the Supervisor is responsible for ensuring policy is followed. Group rates for airlines, hotels etc must be sought to ensure discounts are taken advantage. Group tickets should not be charged to one employee's credit card or expense account. Purchase Orders or Travel Orders should be used in these situations. Each individual is ultimately responsible for their expenses.

4.0 **Approval to Travel on Behalf of the College**

4.1 Prior Approval

Prior approval is required to travel and conduct business on behalf of the College.

4.2 Travel Outside Employee's Headquarters Area

Written approval by the employee's Supervisor is required for all travel that is outside the employee's headquarters area except for senior management, management positions with provincial responsibility, and campus management positions which have been authorized by the President to travel across the College region (i.e. the Province of Newfoundland and Labrador) to conduct College business.

4.3 Out of Province Travel

Prior written approval of the President is required for all travel outside the province or country. Any College employee, or any other person, traveling outside the province on the College's behalf or at College expense shall obtain the President's (or designate) prior approval on a Journey Authorization form before undertaking the travel or confirming any travel arrangements (for example, reservations, conference fees, etc). The normal authorization process shall be followed. For example, a faculty member will submit the request to the Campus Administrator, who forwards it to the appropriate Vice-President, who forwards it to the President.

4.4 Completed Journey Authorization

Written approval shall be a completed Journey Authorization duly signed by the Supervisor for local and provincial travel and by the Supervisor, appropriate Vice-President and the President for travel outside the province or country.

5.0 **Travel Funds**

5.1 Standing Travel Advance

Advancing of funds for employees who travel on a regular basis to conduct College business will not normally be entertained and these employees are advised to contact the business office to arrange for a corporate credit card in lieu of travel advances.

5.2 Corporate Credit Card

The College will provide a Corporate Credit Card, upon request, to any employee who travels on a regular basis to cover the cost of college-related travel. Such cards are for college use only and shall not be used for personal expenses of any type. Travel advances shall not be issued to holders of the credit cards except when an employee purchases an airline ticket to take advantage of a seat sale and the charge appears on the credit card statement before the travel is completed. The College will reimburse the amount of the ticket as a trip advance which shall be accounted for once the travel is completed.

5.3 Trip Advance

- 1) An employee who travels occasionally on College business may request a trip advance to cover expenses for such travel. The amount to be provided shall be determined by the Supervisor and

shall be based on a reasonable estimate of the total anticipated reimbursable expenses.

- 2) Such an advance requires the prior approval of the Supervisor and the original copy of Journey Authorization to be completed for all such advances.
- 3) Requests for a trip advance will require 10 working days prior notice. The request for an advance is shall be made on the original Journey Authorization form. Cheque Requisitions are not to be used for this purpose. Advances will not be issued for expenses anticipated to be less than \$100.
- 4) A trip advance shall be accounted for within 10 working days of the completion of the trip for which the advance was authorized. Where such advance is not accounted for in the specified time, the College Supervisor may recover the advance from an employee's subsequent pay cheques.
- 5) Advances will normally not be approved if an employee possesses a Corporate Credit Card issued through the College.

5.4 Safeguarding Travel Funds

- 1) It is the responsibility of the employee to safeguard travel funds. When the expenses of a journey are expected to exceed \$100.00, the cost of converting the excess into traveler's cheques may be claimed.
- 2) Necessary expenses incurred by employees in converting Canadian dollars to other currencies, or the reverse, may be claimed.
- 3) Receipts are required for expenses incurred in the conversion of travel funds into traveler's cheques and to and from foreign currencies. Such receipts shall be submitted with the travel expense claim.
- 4) An employee may use his/her personal credit card, but extra costs incurred by an employee who uses his/her personal credit card on government business are not claimable.

6.0 Reservations

Reservations for transportation and accommodation shall normally be made through the local representative of the carrier, hotel chain, or College approved

travel agent. Where possible, airline reservations should be made using the College Corporate Rate.

7.0 Allowable Expenses for Local, Provincial & National Travel

The general regulations for allowable expenses are outlined in Appendix A. Rates as per current collective agreement/s will apply when such rates exceed the rates/allowances published in Appendix A. College rates will not be less than those available to the Provincial Public Service as approved by Treasury Board.

Any person who does not comply with this procedure may find that the College will not reimburse any expenses incurred.

8.0 Allowable Expenses for International Travel

Travel expense regulations will apply to travel outside Canada or the United States with the following exceptions:

- a) Meal allowance per diems will be reimbursed at the rate approved by federal government Treasury Board Secretariat (TBS) regulations. The federal per diem rates vary by country and are updated regularly on the Federal Government Treasury Board Secretariat website at http://www.tbs-sct.gc.ca/travel/travel_e.html (Appendix D - Daily Meal Rates at Locations Abroad). If no per diem amount is indicated the amount from Appendix A, Table 12.4, 'other' will apply.
- b) A daily per diem incidental allowance of 25 percent of the meal per diem will be considered an allowable expense if not otherwise stated by the Federal Government Treasury Board Secretariat. This incidental allowance will be applied to the following items: gratuities (other than those related to meals and taxi use), laundry, dry cleaning, depreciation of luggage, and other personal supplies and services.
- c) International visitors who are on approved travel may claim all expenses in accordance with the guidelines as established by the Federal Government Treasury Board Secretariat.
- d) Journey Authorization requests for international travel must include documentation showing that appropriate medical, disability and life insurance has been purchased from an approved provider. (Purchasing will have a list.) Travel will not be authorized without proof of insurance.

9.0 Transportation

9.1 General Rules

- 1) Unless otherwise authorized by these rules, the Supervisor shall ensure that the most economical mode of transportation is used when traveling on College business, keeping in mind the purpose of the trip.
- 2) Whenever practicable, travel shall be by the shortest direct route.
- 3) Unless the nature of the trip renders it impractical, advantage will be taken of any special discounts offered to the College.
- 4) Subject to Section 6.1.5, the starting point and final destination of a trip for which a claim may be allowed will normally be the headquarters of the employee.
- 5) Employees are responsible for transportation between their residence and their work place. However, employees may be authorized to proceed on College business directly from their home to a point of call other than their headquarters, or return from a point of call directly to their home. Where the distance traveled is greater than the distance employees would have traveled had they proceeded to the point of call directly from their headquarters, employees may claim mileage for the difference between home and headquarters and home and point of call.

9.2 Air Travel

- 1) Except for journeys where the use of a car will be more economical, air travel is the accepted normal method of transportation on College business. Factors such as meals, extra accommodations and additional travel time during work hours must be considered when determining the most economical means of transportation.
- 2) All air travel on scheduled flights will be economy or tourist class. A higher standard of transportation may be authorized when the extra cost is justified by reasons; e.g., no less expensive transportation is available and a delay in arrival is not acceptable.
- 3) Normally, air travel will be arranged and tickets will be purchased by the employee traveling. The cost of the ticket will be claimed through the normal claims process and the claim will include the ticket receipt. Employees are expected to secure the best rates available by making reservations early.

- 4) At the discretion and with the approval of the Supervisor, a trip advance may be issued prior to the travel date to cover payment for tickets purchased for advance reservations. As well, College issued credit cards may be used.
- 5) Purchase Orders will not be used for individual employee travel. Instead, the TO or "Travel Order" process may be used.
- 6) College employees are automatically covered by worldwide travel insurance in the amount of \$300,000.

9.3 Rail Travel

Where travel by rail is authorized by the Supervisor, the employee is to be reimbursed for the cost of first class accommodations where overnight travel is involved.

9.4 Sea Travel

- 1) Sea Travel by an employee may be authorized at the discretion of the Permanent Head.
- 2) Due to time and cost factors, this type of travel shall not normally be authorized. However, where this mode of travel is necessary, the employee will be reimbursed the cost of first class accommodations.
- 3) When ferry travel is authorized, the Supervisor may also authorize the cost of the transportation of a vehicle operated by the employee.
- 4) Under exceptional circumstances, the Supervisor may also authorize the chartering of boats or ships.
- 5) Receipts are required for all types of sea travel and shall be attached to the employee's travel expense claim.

9.5 Employee Owned Vehicles

- 1) Travel by an employee-owned vehicle may be authorized when, in the opinion of the Supervisor, this method is economical, and practical. In making this decision, the Supervisor shall take the following factors into consideration:
 - Availability of College vehicles;
 - Number of persons traveling in the same vehicle on College business;

- The work time required to travel versus other modes of transportation.
 - Whether additional nights of accommodations are necessary
 - The cost of alternate means of transportation; and
 - The urgency of travel.
- 2) In cases where the employee uses his/her own vehicle the kilometer rate will be paid in accordance with Government of NL rates for each kilometer traveled on College business.
 - 3) Distance in kilometers to reach an employee's travel status destination and return shall be in accordance with that shown on the official road map of the Province of Newfoundland and Labrador. These kilometers shall be reported separately from miscellaneous kilometers.
 - 4) Miscellaneous kilometers (i.e., distance driven within the headquarters area or within the travel status destination area) shall be shown separately and a brief explanation of the reason for mileage claimed shall be given. For example, the official distance between Clarenville and St. John's is 378 kms return. If the claim is for, say, 435 kilometers an explanation such as "Extra kilometers within St. John's from hotel to meetings at Ridge Road Campus" is necessary.
 - 5) All claims for kilometers travelled shall be reported on the employee's travel expense claim.
 - 6) Employees may be approved for an enhanced rate per kilometer driven if provision of a personal vehicle for use on College business is required as a condition of employment. Approval for receipt of the enhanced kilometer rate is reviewed annually. On provision of appropriate receipts, these employees will also be reimbursed for the difference between private and business insurance to a maximum of \$400 per year.
 - 7) Charges for bridges, ferry and highway tolls are allowed but claims may not be made for storage, traffic violations, repairs, towing, etc., while on College business.
 - 8) Claims for parking may be allowed when paid parking is the only type available (receipts are required). The flat rates for parking meters on a weekly basis are outlined in Appendix A, Table B.

9.6 College Vehicles

- 1) When economically feasible and when vehicles are available, it is the responsibility of the Supervisor to ensure that an employee traveling by car on College business uses a College vehicle.
- 2) The Supervisor is also responsible for ensuring that:
 - Employees authorized to use such vehicles are duly licensed drivers;
 - Vehicles are assigned in a manner that will achieve maximum utilization; and
 - Accidents involving College vehicles are reported in writing and that required action is taken.
- 3) When an employee operates a College vehicle, it is his/her responsibility to:
 - Ensure that the rules and procedures set down by the owner department for the operation of such vehicles are carried out;
 - Ensure that unauthorized personnel are not carried in the vehicle; and
 - Pay all tickets and penalties in respect of the violation of provincial or municipal traffic regulations.
- 4) Except for weekend travel home in accordance with Section 9.6, College vehicles may not be used for personal purposes including travel on weekends, holidays and off-duty hours. An employee who uses a College vehicle in his/her headquarters area may not use such vehicle for travel between his/her residence and his/her office without the prior approval of his/her Supervisor.
- 5) College vehicles will be stored in or on College-provided storage facilities during off-duty hours or whenever they are not required for business purposes. If this is not feasible, vehicles may be stored elsewhere with the prior approval of the Supervisor.
- 6) Necessary expenditures incurred by an employee in the operation of a College vehicle are claimable (with receipts), provided that such expenditures are not paid by the owner department.
- 7) A request by an employee to a Supervisor to use his/her own vehicle on College business for his/her own convenience shall not unreasonably be refused.

9.7 Taxi Hire

- 1) A taxi may be used by an employee when in the opinion of the Supervisor the use of such transportation is justifiable and when it is the most economical means of transportation under the circumstances.
- 2) The starting point and destination of a taxi trip shall be stated on the travel claim.
- 3) Whenever it is proposed to hire a taxi for travel by an employee outside urban areas, care shall be exercised to ensure that the rate proposed to be charged is not excessive for the distance to be traveled and a more economical method of travel is not available.
- 4) When, in the opinion of the Supervisor, a taxi has been hired contrary to these provisions, the claim shall be reduced to the allowable amount.
- 5) For transportation to or from an airport or other transportation terminal, airline bus or limousine will be used whenever possible. Where service other than limousine is used, an explanation shall be given and the amount claimed shall, in the opinion of the Supervisor, be justifiable and reasonable.

9.8 Rental of Vehicles

- 1) Rental of vehicles may be authorized when it is the most economical means of transportation or when, in the opinion of the Supervisor, it is justifiable under the circumstances.
- 2) Reason for the rental and estimated cost will be noted on the Journey Authorization submitted for approval prior to travel. An explanation shall also be provided on or attached to the travel claim of why vehicle rental was chosen instead of another mode of travel including a detailed breakdown of the rental cost versus taxis or some other mode of transportation, as well detailed itinerary.
- 3) Receipts shall be obtained for rentals and associated costs such as fuel and parking. Insurance on rentals are covered under the College's fleet insurance plan. The rental contract shall clearly indicate the College name as the business or employer and insurance shall **not** be purchased. Employees will not be reimbursed for rental vehicle insurance.

9.9 Public Transportation

- 1) Transportation by inter-city bus may be authorized by the Supervisor where this method of travel is customary and suitable to the circumstances, or where this method is mutually agreeable between an employee and his/her Supervisor.
- 2) Proof of ticket purchase or receipts are required when an employee uses this method of travel.

9.10 All Purpose Vehicles

The rental of all-purpose vehicles is at the discretion of the Permanent Head at the most economical rates available.

10.0 Accommodation

10.0 General Rules

- Accommodation expenses shall not be charged directly to the College without prior approval. Normally, PO's will not be used for individual employee travel. College issued credit cards and advances should be used.
- The Supervisor will normally authorize an employee to stay in establishments which are conveniently located and comfortably equipped.
- The type, standard and cost of accommodation shall be in accordance with these rules taking into consideration the period an employee is on travel status.

10.2 Commercial Establishments

- The type, standard, and cost of accommodation shall not be in excess of the minimum rate in a commercial establishment for a single room and attached bathroom. The Supervisor shall not accept claims for accommodation at rates higher than the minimum rate without a satisfactory explanation.
- Employees shall request government (College) rates and shall, wherever possible, use establishments that offer discounts.

10.3 Private Accommodation

An employee may make private arrangements for overnight accommodation with the approval of his/her Supervisor. Private accommodations should not be approved if the College will incur extra travel expenses to and from the work site at the ultimate travel destination. An employee who makes such arrangements will be reimbursed in accordance with Table C.

10.4 College Owned or College Arranged Accommodation

Employees working in areas where College owned or College arranged facilities such as residences are available are required to use such facilities.

10.5 Accommodation While on Extended Travel Status

In cases where an employee is required to spend periods in excess of one continuous month on travel status at one location, the Supervisor and the employee shall make appropriate arrangements for suitable accommodation at weekly or monthly rates prior to the start of the period on travel status. In any case, employees on extended travel require prior approval before using a daily hotel accommodation arrangement.

11.0 Meals

11.1 General Rules

- The cost of meals shall not be charged directly to the College without the prior approval of the Supervisor.
- Where during the period of travel status the cost of meals are included as part of another reimbursable item (e.g. meal cost included in a transportation charge or in conference registration fees, etc.), claims may not be made for the meals so provided.
- Except for entertainment expenses, employees shall claim the appropriate per diem meal allowance and not the actual cost of the meal. If meals are provided as part of a meeting or other function, employees are not entitled to claim the per diem allowance for those same meals.
- Rates and conditions for reimbursement for meals are intended to be sufficient to cover out-of pocket expenses reasonably and necessarily incurred while on College business. Claims for meals within an employee's headquarters area or within 20 kilometers

from an employee's residence and his/her assigned work site will not be accepted.

11.2 Meal Rates When Overnight Accommodations are Required

- Subject to Section 8.1.4 for each full day on travel status, the maximum rate allowable for meals shall be in accordance with Table D.
- If the first or last day of absence is less than a full day, the maximum rate allowable for Meals shall be in accordance with Table D.

11.3 Meal Rates for Round Trip Journeys of Less Than One Full Day In Excess of 20 Kilometers From An Employee's Headquarters or Residence

- For travel of less than one day, that is, where a round trip journey takes place on the same day, the applicable lunch allowance may be claimed, provided that the Employee is on travel status during his/her luncheon period and the area to which the employee has traveled is outside his/her headquarters area and in excess of 20 kilometers from his/her residence. For example, an employee with headquarters in St. John's, who is on travel status to Holyrood and whose normal place of residence is Avondale (Avondale to Holyrood is 10 kms) may not claim the allowance. However, an employee with headquarters and residence in St. John's, who is on travel status to Holyrood (St. John's to Holyrood is 49 kms) may claim the allowance.
- Claims for breakfast and dinner are not normally reimbursable. However, where the Supervisor requires an employee to proceed on College business at least 2 hours prior to the normal scheduled work day, he/she shall be reimbursed for breakfast in accordance with travel regulations; and where, in the opinion of the Supervisor, College business prevents an employee from returning to his/her headquarters or place of residence at least two hours after the normal scheduled work day he/she shall be reimbursed for dinner at the appropriate rate. In such cases, receipts are not required. The normal scheduled shall be related to the employee's worksite rather than the employee's personal schedule. For example, instructors may have varying work schedules throughout the week or staff may be on flexible schedules.

11.4 Meal Allowances Where College Owned or College Arranged Accommodations are Available

Employees on travel status, who are required to use accommodations or eat meals at any facility maintained or arranged by government, may claim only the actual amount charged to them.

11.5 Entertainment

- A. "Entertainment" means any expense for meals or refreshments incurred by a College employee on behalf of others while the employee is on official business. Entertainment expenses may be approved when College business is being facilitated and expenses incurred are reasonable.
- B. The following provisions shall apply to the claiming of entertainment expenses by College officials:
- Entertainment expenses may be approved when College business is being facilitated.
 - Entertainment expenses may be incurred with the prior approval of the Supervisor providing that the expenses incurred are reasonable and that the entertainment claimed is in accordance with the provisions contained herein and as referenced in Table E.
 - Requests for payment of entertainment expenses will be supported by a statement providing the following details:
 - i. A general description of the entertainment provided (luncheon, dinner, etc.) and of the group or individuals entertained;
 - ii. The number and name of persons entertained; and
 - iii. The cost of the entertainment.
- C. Claims for entertainment expenses shall be submitted on a Travel Claim form and shall be accompanied by supporting vouchers such as receipts, etc. in accordance with Table E.
- D. Gratuities claimed shall not exceed 15% of the pre-tax cost of the meal. Such gratuities shall be included as part of the total cost of the invoice and clearly shown on the receipt of payment.
- E. All "food", "meal" or "luncheon" types of expenses where an employee has personally paid for the cost of the food, meal, or

luncheon, and is seeking reimbursement shall be submitted on a travel claim giving reasons for the expense and other information outlined above.

- F. Employee's require the prior written approval of the President or Senior Executive member if a drink or glass of wine is to be included with a meal during social or business events .The approval should be in writing either on the Journey Authorization or by email and attached to the claim.

12.0 Miscellaneous Expenses

12.1 Telephone Calls

- An employee will be reimbursed for costs incurred in placing necessary official business telephone calls. When such claims are made, it shall be noted on the travel claim that the call was for business purposes. Also, a notation shall be made on the hotel bill or other receipt indicating that calls are either "P" (Personal) or "B" (Business).
- An employee may claim (with receipt) one 5 minute long distance personal phone call for each night on overnight travel status. The cost of this call may be submitted for payment either as part of a hotel bill or as part of the employee's personal phone bill. If the number of minutes per call is not indicated on the hotel bill the employee should include a copy of the hotel in room telephone rates to support the claim.
- The 5 minute long distance call may be accumulated and claimed on another day during the same trip. For example, an employee who is on travel status for three nights may forego the personal call the first two nights then make a 15-minute call on the third night and claim the full cost of that call. The total claim cannot exceed the aggregate time allowed over the travel period.

12.2 Incidentals Including Laundry and Valet Services

When an employee has been on consecutive overnight travel status, charges for incidental expenses including laundry and valet services will be reimbursable up to the maximum amounts shown in Table F.

12.3 Passports and Related Expenses

When an employee is required to proceed outside Canada, the Supervisor will aid in making the necessary arrangements for obtaining a passport or

visa, inoculations, vaccinations, x-rays, and certificates of health, as may be required, at no expense to the employee. The services of federal or provincial departments shall be used where possible.

12.4 Excess Luggage

An employee will be reimbursed costs incurred in transporting personal effects or College equipment at excess luggage rates, if the Supervisor agrees that it was necessary for the effects or equipment to be taken on the journey.

12.5 Personal Effects and Medical Expenses

Claims for loss of or damage to personal effects or for medical or hospital treatment while traveling, shall not be included in any expense account. Where a claim is considered necessary, a separate request for indemnity shall be prepared and submitted to the Supervisor.

12.6 Weekend Travel Home

- A. Employees on travel status may leave the travel status destination for the weekend and be reimbursed for the lesser of:
 - i. Cost of maintaining the employee on travel status, or
 - ii. The most economical form of transportation from the travel status destination and return. Transportation costs only may be claimed. An employee is not entitled to payment for a long distance telephone call home
- B. Employees on weekend travel are not deemed to be on travel status while absent from their travel status destination.
- C. An employee who does not return to the travel status destination at the time required shall not be reimbursed as per section A unless the Supervisor is satisfied that there were extenuating circumstances which prevented the employee from returning to his/her travel status destination at the time.

12.7 Conference/Registration Fees

- When an employee is attending a conference, workshop, etc., where a registration fee must be paid, the fee shall be included in the estimated cost section of the Journey Authorization so that the Supervisor is aware of the total cost that will be incurred for that particular travel event. This will also ensure that for out-of-province travel, the President is aware of the total cost to be incurred.

- If the fee must be paid prior to the travel and the employee is going to submit the payment to the conference organizer, payment shall be requested as an advance to the employee. The fee shall then be shown as an expense, with a receipt attached, on the expense claim when the travel is completed.
- If the fee is to be paid directly to the conference organizer by the College, a Purchase Order shall be issued. The estimated expense shall still be included in the estimated cost section of the Journey Authorization, but not included in the request for an advance. When completing the travel claim after the travel has occurred, the employee shall indicate on the claim that the conference fee was paid directly by the College through a Purchase Order.
- The employee shall document the reasons for any additional travel time or expenses beyond that which is directly related to the conference. For example, if the employee is staying an additional day to conduct other approved business it must be indicated on the travel claim.

13.0 Special Situations

Circumstances not covered by these regulations and requiring special consideration shall be referred to the Supervisor for approval by the Vice President, Finance and Administration, and where necessary, in consultation with the President.

14.0 Submission of Travel Claims

Travel claims will be submitted within 10 working days after the completion of the travel. Travel advances must be accounted for within 10 workings days of the completion of the trip for which the advance was authorized regardless of whether there is a balance due the employee or the College.

Reimbursement by the College is only permitted when reimbursement has not been, and will not be received from any other source. When travel is to be reimbursed from another institution/agency it must be clearly indicated on the Journey Authorization.

15.0 Preparation and Processing Of Claims

15.1 Claims Procedures

- A. Before submitting claims, employees shall ensure that invoices submitted and expenses claimed are in accordance with College Travel Policy. Detailed explanations shall be provided for any anomalies or unusual situations encountered during the period of travel.
- B. Claims shall be submitted on the approved combined College Journey Authorization/Travel Claim form, and shall be submitted within 10 working days after completion of the trip. Detailed instructions for completing the form are included on the reverse side. If an employee travels regularly, monthly claims can be submitted 10 working days after the end of the month.
- C. Claims shall be completed in chronological sequence and entries shall be in ink or typewritten.
- D. Details shall be provided for all entries. Descriptions such as "miscellaneous expenses", "sundries", or "other charges" will not be approved.
- E. Details shall be provided for Purpose and Destination of Trip with a detained itinerary attached. For example "Attending meetings in St. John's" is not sufficient. A more detailed statement such as "Attending meeting of Committee on Studies in St. John's to discuss annual Program Plan" is required.
- F. Departure and arrival times shall be provided as they are used to determine entitlement to meal and other allowances.
- G. Account/Department Code shall be provided to ensure travel is charged to the proper Department or Campus budget.
- H. Amounts claimed for personal vehicle use shall be shown on claims and the kilometers travelled shall be documented.
- I. When explanations or statements for certain expenditures are required and insufficient space is available on the claim form, the required information shall be entered on a separate sheet with the dates quoted as cross reference and attached to the claim.
- J. Other anomalies or unusual situations for which an employee submits a claim shall be fully explained on the claim.

- K. Travel Expense Claims submitted shall be signed by the employee (claimant); the employee's supervisor; and the supervisor whose budget is being charged (if different than that of the employee's supervisor).

All signatures shall be the individual's full signature; initials are not sufficient.

- L. Trip advance amounts owing to the College shall be returned at the time of submission of a claim. The employee may either pay by cash/debit/credit card to the Campus Cashier who will issue a receipt and apply the amount to the employee's account or a personal cheque for the amount owing may be submitted with the claim.
- M. The employee shall keep the goldenrod copy (Copy V) of the Journey Authorization/Travel Claim for his/her personal file.
- N. Travel expenses shall not be reimbursed from Petty Cash or Cheque Requisition under any circumstances. Travel claims shall be forwarded to Headquarters for processing regardless of the dollar value of reimbursement to the claimant.

15.2 Receipts

The following expenses shall be supported by vouchers, receipts, and other appropriate documents including proof of payment such as credit or debit card receipts:

- 1) Commercial transportation costs;
 - Original airline ticket stubs shall accompany the travel claim. In cases where electronic tickets are issued, the original e-ticket itinerary/receipt (showing proof of payment) and boarding passes shall be included with the claim.
 - Employees with corporate credit cards shall charge air fare to their account. Employees should charge only their own expenses. Other employees are responsible for their own travel costs.
 - Cost of airline tickets shall not be reimbursed on a Cheque Requisition.

- The original invoice and payment receipt for the travel agency fees shall be attached to the claim. This fee is not shown on the airline ticket and is invoiced separately by the travel agency.
- 2) Enroute accommodation not included in the basic fare or ticket purchased or provided by the College.
 - 3) Subject to Section 7, board and lodging claims and other types of overnight accommodations.
 - 4) Employees using the Rapid Checkout feature offered at certain hotels shall attach their credit card receipt to the invoice as proof of payment. This is required where the invoice does not indicate payment has been made and travel policy requires evidence of payment.
 - 5) Meals charged to hotel rooms shall be deducted from the invoice and the per diem meal allowance claimed rather than the actual cost of the meal.
 - 6) Telephone calls charged to hotel rooms shall be identified as either business "B" or personal "P" on the hotel bill.
 - Employees may claim (with receipt) the cost of one 5-minute personal phone call for each night on overnight travel status. The call can be charged either to the hotel room or to a personal phone. If the call is charged to a personal phone, the telephone bill (or certified true copy) shall be included with the travel claim as a receipt and only the actual cost of the call can be claimed. All other personal phone calls are the responsibility of the employee and shall be deducted from the total cost of the hotel invoice.
 - Internet costs may be charged to the hotel invoice if it can be demonstrated they were business related.
 - Long distance calls. It should be noted on the document whether or not the call was business or personal.
 - 7) Car rentals. Credit card receipts shall be attached to the invoice where payment is not shown on the invoice.
 - 8) Excess luggage.
 - 9) Valet expenses beyond the allowable daily incidental claim.

- 10) Passport photographs and related expenses in respect of journeys outside Canada.
- 11) Meals where receipts are required in accordance with these rules.
- 12) Disbursements in connection with the operation of College vehicles.
- 13) Charges relating to traveler's cheques and the conversion of currency to or from foreign currency.
- 14) Other payments, especially unusual items, where it is reasonable to expect a receipt to be produced.

15.3 Absence of Receipts

The absence of a receipt or other document places the onus on the claimant to produce other evidence of payment which may be recognized. If a photocopy of a receipt is submitted with the claim, a detailed explanation of why the original is not available shall be provided.

15.4 Original Invoices

Credit or debit card receipts alone are not sufficient. The original invoice (restaurant bills, for example) shall be attached to the claim as details are needed as a valid receipt and for tax purposes.

15.5 Payee Billhead

Receipts and other documents shall be made out by the payee on his/her own billhead whenever possible, and shall show the address of the payee and the date of the payment. Where the receipt or other document is not on a printed or rubberstamp imprinted billhead, the employee's Supervisor shall approve and sign the receipt or document.

15.6 Details on Invoices

Complete details, including dates and prices or rates, shall be shown on invoices for accommodation, services rendered, and supplies or services purchased.

15.7 Receipts Altered or Defaced

Receipts or other documents may not be altered or defaced in any way except that personal items not allowable as a claim may be deleted or entered as a deduction.

15.8 Proof of Payment

Proof of payment shall be provided for all expenses requiring a receipt. Both the invoice/bill and the proof of payment (credit/debit/cash receipt) shall be included with the claim.

Approval History	
Approved by President	June 15, 1999
Revision 1	December 17, 2001
Revision 2	April 2002
Revision 3	November 20, 2007
Revision 4	December 9, 2008
Revision 5	March 2011
Revision 6	January 9, 2012
Next Review	January 2015

APPENDIX A

Table of Expenses

Where these rates are different from those provided in a current collective agreement, the collective agreement rates will prevail.

Table A

When, in the course of his/her duty, an employee is required to travel on College business, transportation shall be provided by the College; or, with the approval of the College, the employee may be permitted to use his/her own vehicle and be reimbursed, as per government policy http://www.exec.gov.nl.ca/hrpm/private_veh.html

Table B

Parking Meter Allowance

<u>Effective Date</u>	<u>Rate</u>
April 1, 2000	Up to \$10/week

Table C

When an employee is required to travel on College business, expenses for overnight accommodations shall be paid by the College upon presentation of suitable receipts. Employees who arrange private accommodations will be compensated as follows without receipts:

<u>Effective Date</u>	<u>Rate</u>
April 1, 2000	\$25.00

Table D

For each full day on travel status, the maximum rate allowance for meals, inclusive of taxes and gratuities shall be as follows:

Meal Rates

Effective April 1, 2000

Location	Breakfast	Lunch	Dinner	Total
Nfld & Lab	\$7.30	\$10.95	\$18.25	\$36.50
Canada	\$9.45	\$13.35	\$20.20	\$43.00
USA	\$9.45(US)	\$13.35(US)	\$20.20(US)	\$43.00(US)
Other*	\$10.55	\$14.90	\$22.25	\$48.00

*See also Section 3.5.1

NOTE: In areas where, in the employer's opinion, the cost of meals is likely to exceed these rates receipts may be submitted with the prior approval of the President.

Table E

Entertainment Regulations

For the purpose of this section, entertainment means any expense for meals or refreshments incurred on behalf of others by an employee while on official business. The following provisions shall apply to the claiming of entertainment expenses:

- A. Entertainment may be provided only with the prior approval of the Supervisor with the following exceptions:
 - Campus Administrators, Chairs/Deans of Schools and Senior Executive may incur entertainment expenses without prior approval up to a maximum of \$200 for any one event.
 - A one-event entertainment expense which exceeds \$200 will require the prior approval of the Vice President, Finance and Administration in consultation with the President.

- B. Entertainment expenses incurred by College employees at functions (luncheons dinners, etc.) where only College employees are in attendance, will be at the discretion of the respective Supervisor where that Supervisor is a Campus Administrator, Chair/Dean of a School, or member of the Senior Executive. The same limit and approval process as described in Section A (above) will apply.

- C. Requests for payment of entertainment expenses shall be supported by a statement providing the following details:
- A general description of the entertainment provided (luncheon, dinner, etc.) and of the group or individuals entertained;
 - The number and names of the persons entertained; and
 - The cost of the entertainment.
- D. Claims for entertainment expenses shall be accompanied by support vouchers such as receipts, etc. Credit card and/or Debit card slips are not acceptable.
- E. Gratuities may be claimed, provided the amount does not exceed 15% of the cost of the entertainment (exclusive of tax).

Table F

Incidentals Including Laundry And Valet

When an employee has been on overnight travel status, charges for incidental expenses including laundry and valet services will be reimbursed at \$5.00 per night for every night on overnight travel status.