



<b>Policy:</b>	<b>O-4.3</b>
<b>Approved By:</b>	<b>College Executive Team</b>
<b>Approval Date:</b>	<b>March 28, 2001</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration</b>

## **TRAVEL**

### **Purpose / Rationale**

The purpose of this policy is to establish authority and criteria for pre-approval of travel requests; to establish and define the limits and the conditions related to travel; to guide the selection of the most cost effective means of travel; and to identify allowable expenses for travel.

### **Scope / Limits**

This policy applies to all Camosun College employees.

### **Principles**

1. All employees must receive the prior approval of their dean/director for all out-of-province travel.
2. Each school/division is to make its own determination for prior approvals for travel within the province.
3. In the case of international travel, prior approval must be obtained from the appropriate vice president and/or president.
4. Standing approval may be granted in circumstances where employees have approval for sitting on provincial or national committees, or in situations where a series of trips can be scheduled, it can be granted for the duration of the commitment; i.e.: articulation committee meetings, national boards, international career fairs.
5. Travel on College business should be conducted in the most cost-effective manner that is feasible for the circumstances. Groups travelling together should consciously attempt to pool resources wherever possible, i.e. carpooling for on-island or lower mainland travelling or sharing transport to and from an airport.
6. The greatest possible flexibility in arranging for the least expensive fares will be a chief consideration when entering into an arrangement with a travel agent or consultant. If fares are sought outside the contract with an external consultant by web searches and/or consolidators, the extra workload on staff in such searches should not outweigh the benefit of an agent.
7. Travel discounts, such as airline frequent flyer, hotel and automobile rental bonus points which are accumulated by employees while on travel status, must not be used for personal benefit. Such discounts must only be applied against future College travel.
8. Allowable distance and per diem rates will be aligned with other government agencies and will be set annually.
9. All protocol related expenses require the prior approval of the president or vice-president(s). Claims for alcohol will only be considered in circumstances where protocol dictates that alcohol be provided.

## **A. TRAVEL ARRANGEMENTS**

### **1. Air Travel**

Economy class of air travel is to be used in all cases. Consideration may be given to requests for upgrades from the standard economy class for flights of nine (9) or more, and will require prior approval of the appropriate vice president or president.

Necessary layovers to achieve savings can be booked. However, accommodation and meal costs for the additional layover days will be reimbursed to an amount not to exceed the original savings.

Flights should be booked as far in advance as possible to obtain the best rate. When seat sales are discovered, this information should be shared with all departments and particularly with those who may be travelling to the same location.

Flight (*life*) insurance will not be reimbursed. If purchased, it is deemed the responsibility of the employee.

Flight cancellation insurance will not be reimbursed.

*(Form Required: Travel and Distance Claim)*

### **2. Per Diem Rates**

Per diem rates, forms and procedures are available online through the Finance Department (see link below).

*(Form Required: Travel and Distance Claim)*

### **3. Incidental Expenses**

An allowance of \$7.00 per day will be granted to cover incidental expenses such as telephone calls, and gratuities. This is applicable when an employee is on travel status out of the city with minimally an overnight stay. No receipts are required.

Upon submission of receipts, costs for entry visas and airport taxes will be reimbursed.

No reimbursement will be made for parking tickets, traffic fines, tow charges, repairs or insurance deductions related to an accident.

*(Form Required: Travel and Distance Claim)*

### **4. Distance Rate**

The distance rate and procedures are available online through the Finance Department (see link below). The rate will be reviewed annually.

This allowance is intended to cover gas, maintenance and any insurance costs associated with operating a personal vehicle.

Reimbursement for distance travelled on College business shall be paid to employees who are required to use their own vehicles in the performance of their duties. The College does not reimburse for distance travelled from an employee's residence to assigned place of work or return.

When an employee is required to work on one campus during the course of the day and then travel to another campus from this location to work, he/she will be reimbursed for one-way travel expenses to the second campus. The department or school on whose behalf the employee attends the second campus during the course of the same day is responsible for one-way costs of the travel.

Where carpooling has occurred, only the owner of the vehicle may submit distance claims.  
(Form Required: *Travel and Distance Claim*)

## **5. Accommodations**

Accommodations will be reimbursed for single occupancy. While travelling on College business, College employees are eligible for government rates. This rate is to be requested upon booking accommodations. If needed, a copy of the letter from the Ministry of Advanced Education, Innovation and Technology, confirming eligibility for such rates is obtainable from the administration offices of the school/division. Original receipts must be submitted. Where one or more employees have shared accommodation, receipts should be clearly denoted for shared costs.

If staying at a private home, a rate of \$25.00 per night will be reimbursed with no receipt required.

(Form Required: *Travel and Distance Claim*)

## **6. Insurances**

Coverage of up to \$1,000,000 is currently part of the extended health care plan the College provides. Reimbursement for out-of-province medical insurance would be made only if the individual is not enrolled in this plan.

(Form Required: *Emergency Travel Assistance information sheet if enrolled in the Extended Health Care Plan*)

## **7. Alcohol**

No claim for alcoholic beverages will be accepted with the exception of special protocol functions that have the prior approval of the appropriate vice president and/or president.

(Form Required: *Payment Voucher signed by Vice President or President*)

## **8. Business Meeting Expenses**

With the prior approval of the appropriate vice president or president, expenses for business meetings will be reimbursed with original receipts and details of guests.

(Form Required: *Payment Voucher signed by Vice President or President*)

## **9. Receipts**

Receipts are required for all expense items claimed exceeding \$10.00. Where no receipt was obtained, a description of such expenses is required, with the exception of per diems.

## **10. Advances**

If required, advance monies may be requested for an amount not less than \$300. Two (2) weeks are required for processing and advances are issued only in Canadian dollars.

(Form Required: *Payment Voucher*)

## **B. FORMS**

### **1. Travel & Distance Claim Form**

Available from Administration Offices of Schools/Divisions and on the Finance Department website. (See link.)

### **2. Payment Voucher**

Available from Administration Offices of Schools/Divisions and on the Finance Department website. (See link.)

### **3. Emergency Travel Assistance Form**

Available from the Human Resources Department.

### **4. Eligibility Letter from Ministry of Advanced Education, Innovation and Technology**

Confirms eligibility for Government rates for accommodation. Available from Administration Offices of Schools/Divisions.

### **5. Pre-approval Travel Authorization Form**

See link.

## **C. LINKS TO RELATED FORM AND WEBSITE**

[O-4.3.1 Travel Pre-Approval Authorization Form](#)

[Finance Department Website](#)