

**CANADORE COLLEGE**  
**OPERATIONAL POLICY MANUAL**

**TITLE:**                   **Travel Expenses**

**EFFECTIVE DATE:** April 15, 2014

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**1. SCOPE**

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all college employees and members of the Board of Governors.

**2. PURPOSE AND PRINCIPLES**

2.1 The purpose of this policy is to provide guidance to the Board of Governors and all employees in incurring travel expenses.

2.2 This policy is the cornerstone to managing the reimbursement of expenses, and in achieving fair and reasonable practices across the College.

**3. POLICY**

3.1 Travel costs will be reimbursed for expenses which are incurred while travelling on College business.

3.2 Travel advances may be provided to employees when the nature and approximate amount of the expense is approved in advance.

3.3 Reasonable and appropriate expenses as set out in this policy are expenses that:

- (a) are work related, and incurred for an official function;
- (b) are modest and appropriate, representing prudent use of College funds;
- (c) strike a balance among economy, health and safety, and efficiency of operations.

The College assumes no obligation to reimburse expenses that are not in compliance with this policy.

3.4 Expenses for a group can only be claimed by the most senior person present. Expenses cannot be claimed by an individual that are incurred by their supervisor.

- 3.5 Prior written approval by your administrator is required for all travel within Ontario, and by an executive team member for all travel outside of Ontario. Consideration should be given to alternatives to travel such as teleconferencing and videoconferencing. If prior approval is not obtained, a written explanation must be submitted with the claim.
- 3.6 Privately arranged medical/health insurance for travel **within Canada** will not be reimbursed as coverage in the event of illness, injury or death is provided through the College's health insurance plans.
- 3.7 Privately arranged medical/health insurance for travel **outside of Canada** will be reimbursed. An original receipt for the premium paid must be submitted with the expense claim.
- 3.8 When road transportation is the most practical and economical way to travel, it is preferred that a rental vehicle be used. Whenever possible, the corporate visa card must be used for rental car costs in order to obtain collision damage waiver coverage at no extra cost. Those without a corporate charge card are to ensure a purchase order is issued to the car rental agency, and are to decline insurance coverage.
- 3.9 The size of the rental vehicle must be the most economical and practical required for the business task, number of occupants, and weather conditions. Exceptions must be documented and approved by the appropriate executive team member. Luxury and sports car rentals are prohibited.
- 3.10 If a rental vehicle is not available, or it is deemed more economical, or time is of the essence, personal vehicles may be used. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicle. The College will not reimburse any costs of business use coverage or collision and liability coverage, unless the use of personal vehicle is an agreed upon condition of employment.
- 3.11 The College assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for College business. The College is not responsible for reimbursing deductible amounts related to insurance coverage. Those driving a personal vehicle on College business cannot make a claim for damages as a result of a collision.
- 3.12 Accidents must be reported immediately to the local law enforcement authorities, the rental car agency (if applicable), the automobile insurance company (if using a personal vehicle), and the person's immediate supervisor, and the Corporate Visa Company, if applicable.
- 3.13 Bridge, ferry and highway tolls and necessary parking fees paid while driving on college business will be reimbursed. Original receipts must be obtained and submitted.
- 3.14 Kilometer rates when using privately owned vehicles are included in the collective agreements and the Administrative Terms & Conditions of Employment and shall be the same as those payable to Ontario Public Servants as established by the Government of Ontario.

- 3.15 Reimbursement for distances driven on business travel by personal vehicle outside Ontario will be at the rates for Southern Ontario. Expense claims must be submitted with distances calculated in kilometers.
- 3.16 Travel by rail (coach class) is permitted when this is the most practical and economical way to travel.
- 3.17 Travel by air is permitted when this is the most practical and economical way to travel. The standard is to fly economy class. Business class seating may be permitted for international flights, with prior approval of the President.
- 3.18 Overnight accommodations will be reimbursed when necessary for work purposes. Reimbursements will be made for single accommodations in a standard room, and no reimbursement will be made for suites, executive floors, or concierge levels.
- 3.19 In the event of changes to travel plans, guaranteed hotel bookings are to be cancelled in a timely manner to avoid "no-show" charges. Penalties incurred for non-cancellation of guaranteed hotel reservations will be the employee's responsibility and will be reimbursed only in exceptional circumstances.
- 3.20 Private stays with family or friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging expenses is allowed. No receipt is required.
- 3.21 While travelling on College business, additional business expenses incurred will be reimbursed such as business calls, computer access charge, internet connections, taxi charges, etc. provided it is necessary and economical.
- 3.22 Claims for travel reimbursements must be accompanied by original detailed receipts. Credit card slips in themselves are insufficient to support a claim.
- 3.23 Claims must be submitted within three months of incurring the expenditures in order to be reimbursed.

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 Board of Governors**

The Board of Governors is responsible for the initial approval of this policy and all subsequent amendments.

##### **4.2 President**

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

#### **5. EVALUATION**

This policy will be reviewed by the Board of Governors every 3 years.