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COLLEGE TRAVEL AND HOSPITALITY POLICY PROCEDURES

PROCEDURES RELATED TO TRAVEL AND HOSPITALITY POLICY:

1.0 Before Travelling

Prior to requesting approval to travel, other options for meetings should be considered including audio and video conferencing. There is the process to follow for all employees seeking reimbursement for travel expenses:

- obtain prior written authorization required for travel. Electronic approval is considered written approval for the purpose of this policy. Ensure the approver has sufficient information to make an informed decision. Employees should use the appropriate form if possible.
- whenever possible, use the College's designated vendor of record service providers.
- if there is a change in itinerary, employees should:
 1. report any changes to approver as soon as possible; and
 2. submit any changes through the travel management company or, if appropriate, an alternate travel agency.
- if eligible to use a College credit card, use it wherever possible to pay for travel expenses.
- secure passports, visas, immunizations, medications, as appropriate before embarking on travel.
- consult with approver to ensure that travel arrangements include accommodation for any special needs.
- loyalty points can be accumulated through the College credit card, participation in frequent flyer or other loyalty programs is permitted provided that employees:
 1. choose the most cost-effective accommodation or method of travel;
 2. use the College approved method to book travel; and
 3. use the College credit card (if available) to pay for all travel expenses.

Loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash by using the points for business purposes and then submitting a claim for reimbursement. Claimants are responsible for complying with income tax rules and regulations regarding the accumulation of loyalty points on business trips and any subsequent personal use of them when using their personal credit cards, rather than the College credit card.

International Travel

If travelling internationally (outside Canada and North America), in addition to the obligations set out elsewhere in this policy, the following rules apply. Requests for international travel must include:

- prior written approval;

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- acknowledgement that all appropriate approvals are in place;
- written rationale demonstrating critical value of travel for college priorities and interests, and details how the travel will produce a benefit for the College;
- documentation showing detailed itemization of anticipated expenses (note that the lowest cost and most reasonable method of travel must be used whenever possible);
- confirmation of any travel warnings by the Federal Department of Foreign Affairs and International Trade related to proposed travel. On an international flight, business class seating may be permitted with prior approval of the President;

When planning any travel, consider business continuity (e.g., deciding whether Senior Management or people with specialized knowledge or expertise should travel together)

Insurance

Medical and Health Insurance

Eligible employees are covered under the College’s health insurance plans in the event of illness or injury. The cost of additional private medical/health insurance will not be reimbursed for travel within Canada.

Traveling outside of Canada

Employees are responsible for arranging appropriate out-of-country medical insurance. This cost is reimbursable. When purchasing out-of-country medical insurance, it is advised that employees purchase the option that allows for immediate payment of costs at the time of the incident (i.e., up-front payment option).

Travel Accident Insurance

Eligible employees have basic insurance for accidental injury or accidental death. Extra insurance may be arranged at the traveler’s expense – it will not be reimbursed.

Vehicle Insurance

For College Employees

Rental vehicles rented through College approved rental agencies include insurance coverage.

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Using a Personal Vehicle

If employees use a personal vehicle while on college business, the following will apply:

1. The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
2. It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
3. The College will not reimburse the costs of insurance coverage for business use, physical damage or liability.
4. The College is not responsible for reimbursing deductible amounts related to insurance coverage.
5. In the event of an accident, employees will not be permitted to make a claim to the College for any resulting damages to their vehicle.

2.0 Transportation

College employees should make travel arrangements or reservations using the approach adopted by the college whether it is a travel management company or another method.

Air travel

Air travel is permitted if it is the most practical and/or economical way to travel. Economy (Coach) class is the standard option for ticket purchase. Travel in Business class must have prior approval by the Vice President or President, and may be considered in the following circumstances:

- on international flights; or
- on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g., health reasons).

Any upgrade charge other than the above is at the personal cost of the claimant

Train

Travel by train is permitted when it is the most practical and/or economic way to travel. A Coach class economy fare is the standard. Business class may be acceptable with prior approval in limited circumstances such as:

- the need to work with a team;
- choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g., compare an Economy (Coach) class ticket plus a meal, with the cost of a ticket for

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VIA 1, where the meal is included);

- accommodation requirements; and
- health and safety considerations.

International train travel should be at the Canadian equivalent to Coach class.

Vehicle

Choosing the Appropriate Vehicle

When road transportation is the most practical and/or economical way to travel, the order of preference is:

- College vehicle
- rental vehicle
- personal vehicle, if it is more economical than a rental vehicle

If travelling frequently is part of an employee’s job, these arrangements should be made upon hire. Use of a personal vehicle must be discussed in advance with the employee’s Approver. The College will assume no financial responsibility for the use of personal vehicles other than paying the kilometric rate. Car pooling is recommended for multiple people attending the same meeting or function.

College Vehicle

College vehicles may be:

- used only for College business; and
- operated only by someone with a valid Ontario driver’s license for the appropriate class of motor vehicle.

Passengers in a college vehicle are allowed only if the passenger’s travel is related to College business.

Rental Vehicle

When renting a vehicle, a compact or intermediate model or its equivalent is to be the norm. Any exceptions must be:

- documented and approved prior to the rental if possible; and
- guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited.

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Ensure the rental company has driver's license information for all potential drivers of the vehicle. Before accepting a rental vehicle do an external and internal check to ensure you are not charged for prior damage. To avoid higher gasoline charges, refuel your rental car before returning it.

Personal Vehicle

The College assumes no financial responsibility for personal vehicles. The College will, however, pay the kilometric rate if you are, with prior approval, using your own vehicle for college business. If you will be driving more than 200 kilometres in a day, you should consider using either a College or a rental vehicle. If you are going to drive your personal vehicle for more than five days within a single calendar month – even if you are not exceeding 200 kilometres in a single day - you should consider lower cost options, such as vehicle rental or audio or video conferencing.

No children under the age of eighteen (18) are allowed in the vehicle.

The approver must make a decision on the type of vehicle used for travel (personal or rental) based on the frequency of travel as well as the distance per trip. If a decision is made, with your approver, for you to continue using a personal vehicle, both your research and the rationale must be documented. If using a personal vehicle, keep daily logs to track the business use.

Accident Reporting

All accidents must be reported immediately to local law enforcement authorities and to the employee's immediate supervisor. In addition, if using a:

- College vehicle, advise the appropriate College staff
- rental vehicle, advise the rental car agency and the appropriate College staff.
- personal vehicle, advise personal insurer.

Reimbursement and Rates

The rates for reimbursement are established in the Collective Agreements and Terms and Conditions of Employment currently in force for Academic, Support, and Administrative employees.

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Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving on College business. Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed.

Taxis

Travel by means other than taxi is considered the norm, however, taxis may be justified in cases where:

- group travel by cab is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- taking a cab allows you to meet an unusually tight schedule for meetings
- other means of transportation is not available in a timely/predictable manner or would be unsuitable

Taxis may not be used to commute to work or home except under exceptional circumstances; for instance:

- weather, health or safety conditions indicate it is the best, appropriate option; or
- transport of work-related baggage or parcels is required.

3.0 Accommodation

In the normal conduct of business, reimbursement for overnight accommodation within the office area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- employee is required to remain close to your office for periods long in excess of standard working hours.
- employee services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling unless it is required for hosting outside guests and represents a more effective and economical alternative than paying for other hotel facilities or services. Reimbursement will be made for single accommodation in a standard room.

In selecting accommodation, claimants should take into account the additional costs of transportation and /or parking charges that could result in a higher total cost

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Claimants will not be reimbursed for movie or game rentals, bar service, and other hotel services such as health clubs, personal grooming and spa services, etc. If you wish to use these services it is recommended you request a separate invoice for these services so it does not appear on the receipts you are submitting.

For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

4.0 Meals

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

Reasonable and appropriate meal expenses may be reimbursed. A meal expense may be incurred while on College business if employees:

- are away from the office area (i.e., at least 24 km) over a normal meal period; or
- have prior approval for the expense (e.g., a business meeting within the office area that must occur over lunch)
- are working continuously for more than three hours beyond normal working hours

Original, itemized receipts are required and reimbursement must not exceed the actual amount spent. Taxes and gratuities are included in the meal rates. Reimbursement is for restaurant or prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim. Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences. If travel is a regular part of the job, meals will not normally be reimbursed unless prior approval has been obtained.

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Meal Rates

Below are the maximum reimbursement rates for meal expenses. These rates include taxes and gratuities.

Meals	Maximum Amount
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Up to the daily maximum amount of \$50.00 can be claimed as long as itemized receipts are provided. Meals may not be claimed that are included in conference fees, flights, provided by your host, or in any other means already covered in your costs. Exceptions to the meal rates may be granted with the prior approval of an Executive Team Member under the following conditions:

- a) The claimant has submitted their request along with a clearly documented rationale which describes the circumstances and reason for the request, and
- b) The rationale is reviewed and recommended for approval by the Manager of the Financial Department.

Please refer to the Finance Department policies.

Meal Rates outside of Canada

The College uses the Federal reimbursement rates for meal expenses outside Canada as set out in the Appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or Successor directive.

These documents are located on the Federal government website

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> using their alphabetical listing of policies to look up the Travel Directive. The two relevant appendices are:

- Appendix C - Allowances - Modules 1, 2 and 36
- Appendix D - Allowances - Module 47

5.0 Other Kinds of Expenses

Inter Agency Co-operation

A college may provide support including meals and refreshments when hosting staff from other institutions, including BPS agencies and provincial ministries or agencies, during discussions or

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conferences on issues of mutual interest and/or cooperation that seek to further either institutional or government objectives. Such expenses must be approved by a Vice President or their designate.

Work Related Expenditures for College Employees

Expenses such as meals and refreshments for work related activities and events involving college staff can be reimbursed if approvals are obtained from the Vice Presidents or their designate. Examples would be activities intended to advance (i) the education and training of students and the public, (ii) the objects of the Colleges as defined in section 2.2 and 2.3 of the Colleges of Applied Arts and Technology Act 2002, (iii) the college’s own strategic directions (iv) professional development of staff and (v) government policy.

Cash Advances

Cash advances will only be issued if claimant is not using a College credit card, unless there are other extenuating circumstances.

Passport, Visa and Immunization

Employees may be reimbursed for:

- the cost of a passport if you are traveling to the United States;
- the cost of a passport and/or visa, plus the cost of immunizations and medications if necessary, for international travel.

Personal Care

If traveling on business for five consecutive days or more, reimbursement is allowed within reasonable limits for expenses such as:

- laundry
- dry cleaning
- hotel valet services (e.g., shirt pressing, suit steaming, shoe polishing, etc.)

Itemized receipts are required. There will be no reimbursement for personal or recreational items.

Tips/Gratuities

There will be reimbursement for reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid.

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Telecommunication

With prior approval, use of Blackberry or College cell phone for business purposes when traveling. Speak with your approver to determine what is covered in the Blackberry or cellular plan and how the College wishes to handle long distance or roaming charges. Wherever possible, employees are expected to use the least expensive means of communication, such as:

- calling cards; and
- internet access

Use audio or video conferencing whenever possible, as an alternative to travel. If you are away on College business, reimbursement will made for:

1. reasonable, necessary personal calls home for each night away; and
2. additional business expenses, such as:
 - business calls
 - emergency calls from air or rail phones
 - internet connections and computer access charges
 - facsimile transmissions
 - word processing and photocopying services
 - rental and transportation of necessary office equipment

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