



Travel & Expense Policy

Updated June 21, 2023

1 INTRODUCTION

This policy applies to all staff, Council, committee members, volunteers, contractors and consultants. The purpose of the policy is to ensure fair and consistent reimbursement of expenses. This policy is intended to ensure that travel and business expenses are:

- Valid for authorized College business;
- Reasonable and legitimate;
- Correctly documented with supporting receipts and explanations; and
- In compliance with accounting procedures at the College.

2 GENERAL GUIDELINES

- The College expects all staff, Council, committee members, volunteers, contractors and consultants to behave honestly, responsibly, and within the guidelines of this policy.
- Expense claims should be submitted using the College Expense form and must be submitted as soon as possible after travel (within 30 days of incurring the expense). Include enough details to explain the expense. Expense claim forms and scanned copies of receipts should be emailed to the College Bookkeeper, Sharon Stewart sharon.stewart@cab-bc.org. The College will check that expenses comply with this policy and the Chief Executive Officer (or delegate) will approve them and/or be in contact with any questions.
- The Chief Executive Officer should be consulted prior to making travel arrangements that do not fall within these guidelines. Exceptions to this Policy can be made only in extenuating circumstances.
- The traveler should be prepared to answer any questions about their travel claim and demonstrate that expenses are directly related to authorized College business or events.
- Refer to Table 1 for summary of Rates and Eligible Expenses.

Table 1. Summary of Travel Rates, Eligible Expenses and Guidelines for Making Claims



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Category	Type of travel	Rate	Eligible Expenses/Guidelines
Travel	Airfare, Rail, Bus	Most reasonable	<ul style="list-style-type: none"> Book early for best rates
Travel	Personal vehicle mileage	\$0.68/km	<ul style="list-style-type: none"> For long distances, the College will reimburse mileage or equivalent airfare, whichever is lower. Do not claim distance when car is on a ferry crossing. Do not claim fuel costs.
Travel	Car rental	Economy or compact car for 1-2 people	<ul style="list-style-type: none"> Receipts required
Travel	Taxi		<ul style="list-style-type: none"> Minimize use unless taxi is the only reasonable alternative. Ideally, carpool with others, or use public transport or hotel shuttle. Taxi receipts are required.
Parking			<ul style="list-style-type: none"> Only for those days on official College business
Accommodation: College-hosted meetings, events and annual conference	Hotel	College will secure discounted group rate (ensure you RSVP to College staff before the cut-off date)	<ul style="list-style-type: none"> If you choose to stay in another hotel, the College will reimburse the equivalent nightly amount that the College arranged (receipts required), or private residence rate will be used. If you miss the cut-off date, and a higher room rate is charged, the College will reimburse the cost of the group rate only. The College will cover accommodation for the night before College meetings/events and during events. Additional nights must be paid by the individual.
Accommodation: Other meetings, events, conferences	Hotel		<ul style="list-style-type: none"> Book at a reasonably priced hotel (standard room). The College is eligible for provincial government rates (see CSA list: www.csa.pss.gov.bc.ca/businesstravel/) You may need to show your College business card when checking-in. If the organizers have secured a discounted group rate, book before the cut-off date to secure a room.



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Category	Type of travel	Rate	Eligible Expenses/Guidelines
			<ul style="list-style-type: none">The College will cover accommodation for the night before and during College business. Additional nights must be paid by the individual.
Accommodation	Private residence	\$30.00/night	<ul style="list-style-type: none">Only when required for overnight stays directly related to College Business (1 night before and during the meeting).
Meals	Per diem rates	Breakfast: \$25.00 Lunch: \$25.00 Dinner: \$34.50 Total: \$84.50	<ul style="list-style-type: none">Claim meals when staying overnight, or when travelling on College business before 7am or after 6pm and are away from the office or home for more than half a day.MEALS are paid as a per diem regardless of actual expenditures. Receipts are not required.If the College provides meals at a meeting or event, the traveler should not claim per diem for that meal.Meals can only be claimed when travelling directly to/from or during College business.When travelling for part of the day, only meals that are applicable to that portion of the day spent on College-related travel can be claimed.
Other	Incidentals	\$15.00/day	<ul style="list-style-type: none">Personal expenses, such as telephone calls and laundry, snacks, drinks etc., are covered by the Incidental Rate and should not be claimed separately. Claim incidentals when extra costs are incurred during College-related business.

3 TRAVEL-RELATED EXPENSES

For the most part, these rates in this policy are guided by the Level 2 category, BC Government Expense Policy (see https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf)

The following travel-related expenses can be claimed:

- **Air, rail and road travel:**
 - All bookings should be made early and in economy class.



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- Travel between airport/bus/train station and destination/accommodation should use the most economical and reasonable method (hotel shuttle, SkyTrain, public transport).
- Taxi travel is acceptable when sharing or if it is the most reasonable method available.

- **Mileage:**

- Claim mileage when using your own vehicle for business travel or getting to a departure location (for example, airport, bus or ferry terminal).
- The rate for personal vehicle mileage is \$0.68/km.
- If a personal vehicle is used in lieu of air travel, the College will reimburse the value of mileage or economy airfare from the traveler's home location to the location for College business, whichever is lower. Personal vehicle mileage will include associated expenses (ferry, per diem etc) and airfare will include associated expenses with flying (mileage to airport, parking etc.). The traveler is responsible for documenting comparable airfare costs based on 14-day advance purchase plus other expenses pertinent to air travel. The College will review expense claims for personal mileage and compare with airfare on a case-by-case basis.
- When driving on the ferry, do not claim the mileage for the crossing.
- You are responsible for carrying the appropriate insurance for your personal vehicle.

- **Car rentals:**

- You may rent a car if it is more cost-effective than driving your own vehicle, taking a taxi, or public transportation.
- Rental cars should be small economy-sized vehicles if the group is 1 -2 people.
- Check that you carry an adequate amount of insurance coverage on the car rental. Most Credit cards offer some coverage for rental cards.

4 ACCOMMODATION

- For College-hosted events and meetings, College staff will usually reserve accommodation since the College can secure a discounted group rate.
- If a Council/committee member chooses to stay in another hotel, the College will reimburse the equivalent nightly amount of the group rate that the College arranged. The traveler must provide a receipt, otherwise private accommodation rates will apply.
- When a College representative attends an event or meeting hosted by another organization, book in their room block if possible, or book at a reasonably priced hotel. College staff can arrange hotel reservations where practical.



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- The College is eligible for provincial government hotel rates. You may need to show your College business card as identification when checking-in. For details: see <http://csa.pss.gov.bc.ca/businesstravel/>
- Private residence accommodation will be reimbursed at \$30.00/night.
- The College will cover accommodation for the night before and during College business. Additional nights must be paid by the individual unless there are extenuating circumstances.

5 FOOD & PER DIEM RATES

- Meals can be claimed when staying overnight, or when travelling on College business **before 7am or after 6pm** and are away from the office or home for more than half a day.
- Meals are paid as a per diem irrespective of actual expenditures. Receipts are not required.
- If the College provides meals at a meeting or event, the traveler should not claim per diem for that meal.
- Meals can only be claimed when travelling directly to/from or during College business and events.
- When travelling for part of the day, only meals that are applicable to that portion of the day spent on College-related travel can be claimed.

Per diem rates:	
BREAKFAST ONLY:	\$25.00
LUNCH ONLY:	\$25.00
DINNER ONLY:	\$34.50
FULL DAY:	\$84.50
INCIDENTAL (on full day/overnight)	\$15.00

6 DEPENDANT CARE ALLOWANCE

- In recognition of the needs of College representatives who are responsible for children and/or other dependents, the College will provide \$35/dependent/day where the Council/committee member is required to be away from home to attend to College business and must hire someone to care for dependents.



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7 OTHER

- Recognizing that Council/committee members, volunteers, staff, and contractors may travel in conjunction with other professional or personal activities, coordinating such travel with College travel may be beneficial in cost and time.
- When combined with other travel, the College will reimburse eligible costs (per diem, mileage, airfare, hotel) for the total amount of “normal” travel as if the person traveled directly from their residence to the location of College business and returned home immediately.

8 CONTACT

- Contact the College office if you have any questions about valid College travel before your travel commences (250) 383-3306.

I have read and understand the College Travel Allowance & Expense Policy:

_____ **Signed (name)** _____ **Date**



A APPENDIX FOR CONFERENCE SPEAKERS

Appendices A and B of the policy apply to individuals who have agreed to speak at the College's Annual Conference. The purpose of these appendices of the policy is to ensure fair and consistent reimbursement of speakers. This policy is intended to ensure that travel and business expenses are:

- Reasonable and legitimate;
- Correctly documented with supporting receipts and explanations; and
- In compliance with accounting procedures at the College.

While similar to Table 1 in section 2 of the policy, please note that there are differences which are specific to the College's conference and speakers at the conference.

Table A. Summary of Travel Rates, Eligible Expenses and Guidelines for Making Claims for Speakers at the College Conference

Category	Type of travel	Rate	Eligible Expenses/Guidelines
Travel	Airfare, Rail, Bus	Most reasonable	<ul style="list-style-type: none">• Book early for best rates• All airfares over \$750 should be pre-approved by College staff
Travel	Personal vehicle mileage	\$0.68/km	<ul style="list-style-type: none">• For long distances, the College will reimburse mileage or equivalent airfare, whichever is lower.• Do not claim distance when car is on a ferry crossing.• Do not claim fuel costs.
Travel	Car rental	Economy or compact car for 1-2 people	<ul style="list-style-type: none">• All car rentals should be pre-approved by College staff
Travel	Taxi		<ul style="list-style-type: none">• Minimize use unless taxi is the only reasonable alternative. Use hotel shuttle if available. Taxi receipts are required.
Parking			<ul style="list-style-type: none">• Only for those days on official College business
Accommodation: Annual conference	Hotel	College will secure discounted group rate (ensure you RSVP to College staff before the	<ul style="list-style-type: none">• If you choose to stay in another hotel, the College will reimburse the equivalent nightly amount that the College arranged (receipts required), or private residence rate will be used.



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Category	Type of travel	Rate	Eligible Expenses/Guidelines
		cut-off date)	<ul style="list-style-type: none"> If you miss the cut-off date, and a higher room rate is charged, the College will reimburse the cost of the group rate only. The College will cover accommodation for the night before College meetings/events and during events. Additional nights must be paid by the individual. Speakers may request reimbursement for accommodation of a family member or support person if necessary for travel (note that College's group rate is always based on dual occupancy)
Accommodation	Private residence	\$30.00/night	<ul style="list-style-type: none"> Speakers may choose a private residence for accommodation
Meals	Per diem rates	Breakfast: \$25.00 Lunch: \$25.00 Dinner: \$34.50 Total: \$84.50	<ul style="list-style-type: none"> Claim meals when staying overnight, or when travelling on College business before 7am or after 6pm and are away from the office or home for more than half a day. MEALS are paid as a per diem regardless of actual expenditures. Receipts are not required. If the College provides meals at a meeting or event, the traveler should not claim per diem for that meal. Meals can only be claimed when travelling directly to/from or during College business. When travelling for part of the day, only meals that are applicable to that portion of the day spent on College-related travel can be claimed.
Other	Incidentals	\$15.00/day	<ul style="list-style-type: none"> Personal expenses, such as telephone calls and laundry, snacks, drinks etc., are covered by the Incidental Rate and should not be claimed separately. Claim incidentals when extra costs are incurred during College-related business.



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B HONOURIUM AND SPEAKERS' FEES

In addition to covering travel and expenses according to Table A, Appendix A, the College offers honouraria and speakers' fees according to the following rates:

Table B. Summary of Honourarium and Speakers' Rates and Guidelines for Making Claims for Speakers at the College Conference

Category	Type of fee	Rate	Eligible Expenses/Guidelines
Conference speaker	Honourarium	\$500	<ul style="list-style-type: none">• Honouraria may be waived by the speaker
Conference speaker	Keynote speaker	Up to \$5000 unless otherwise agreed	<ul style="list-style-type: none">• Offered based on credentials and speaking experience