

PROCEDURE: 200.05.03

SECTION: Finance	
TOPIC: Travel Expense Claim Procedure	
EFFECTIVE DATE: September 26, 1985	OWNER: Director, Financial Services
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APPROVING AUTHORITY: <div style="text-align: right;">Original signed by President + CEO</div>	

INTENT:

This procedure documents the proper travel expense claim protocol for all employees of the Alberta College of Art + Design.

SCOPE:

This Procedure applies to all employees who request and are approved to travel to fulfill the conditions of their duties and responsibilities with the College, including for professional development. Similar consideration may also be extended to other individuals associated with the College and/or working on behalf of the College such as independent agents, including project and contract employees. All College expense claims including travel and related business expenditures are covered under this Procedure regardless of the ultimate source of funding, unless specifically indicated otherwise by the funder.

DEFINITIONS:

Dayforce HCM is the Human Resources Information and Payroll System web application assigned to all employees to view and maintain their personal and payroll information, and request leave.

Employee includes all full-time and part-time Support Staff, Management/Exempt and Faculty.

Professional Development (PD)/Business Travel Leave (“travel”) refers to travel incurred by an employee for the purpose of conducting College business or for approved professional development opportunities, including research.

Travel Authorization means approval to travel for business or professional development approved trips via Dayforce HCM.

Briefing report means the completed 200.05.03B form which captures all expenses incurred during travel. The form is to be used as an expense claim form as well as a summary of actual expenses incurred compared to estimates as reported in the approved Dayforce time away from work request.

Per Diems mean limits outlined with the Prescribed Travel Per Diems Schedule, which apply to all College travel.

Time Away From Work (TAFW) is a term used to identify various types of leave requests from the College Campus, which are submitted through the Dayforce HCM and approved by the employee’s Manager.

PRINCIPLES:

1. An employee may be approved for travel when required for business, professional development or research purposes. All expenses incurred as a result of business travel must be necessary, authorized and documented as per this procedure.
2. For business travel within a 50 kilometer geographical distance of the ACAD Campus TAFW authorization is not required. Only personal vehicle use/mileage and transit/parking costs will normally be reimbursed.
3. Certain expenditures will be reviewed regularly to ensure they are reasonable compared to other post-secondary institutions and in line with Provincial guidelines or other relevant regulations. These values will be published in the appendix Per Diem Schedule.
4. Employees and their supervisors are responsible for reading, understanding and complying with this Procedure. The Financial Services department has the responsibility and authority to enforce compliance.
5. Expenses eligible for reimbursement or payment must be only for business and not for personal purpose. These must be reasonable and actually incurred or otherwise consistent with the Per Diem Schedule.
6. For approved trips, briefing reports must include all actual costs incurred during travel, no matter method of payment, and submitted within 30 days of return to Campus. Corporate card ‘pcard’ purchases reconciliations must be filed as per the pcard guideline. Expenses

incurred by faculty during the summer months must be submitted within 10-15 days of the beginning of the academic year.

7. When external granting or funding agency regulations differ from the College's Procedure and the funding agreement explicitly requires that their regulations apply, the agency regulations will take precedence.

TRAVEL CONSIDERATIONS

1. General Considerations

a) Shared Expenses

When employees from the same department share an expense (i.e. meals or taxi fare) the most senior employee should normally pay for the expense.

b) Authorization

Required review and approval of expenses are governed by Procedure 200.03.02 Delegation of Signing Authority.

c) Fundraising Events

No employee can claim an expense for any ticket purchase related to attending a College sponsored fundraising event.

d) Receipts

Itemized receipts must be provided as part of the expense claim. A Missing Receipt form must be completed for any lost, destroyed, or otherwise missing receipts. All Missing Receipt forms must be signed by the employee's direct supervisor. Repeated failure to attach receipts will be reviewed by the Director of Financial Services whom shall, with the supervisor, determine an appropriate course action which may include denial of all or a portion the amount claimed for reimbursement.

e) Method of Payment

Employees should always use a direct payment as the first choice such as corporate credit card, 'p-card', or the use of purchasing requisitions. Reimbursement of out-of-pocket expenses, including personal credit card, shall be submitted with the briefing report including supporting documentation as evidence.

f) Professional Expense Reimbursement Allowance (PERA)

The use of pcards for PERA expenses is strictly prohibited. Faculty members are to attach proof of purchase to the Expense Claim form for reimbursement.

g) Emergencies, Illnesses, Injuries or Death

Reasonable and necessary costs incurred as a result of an emergency, illness, injury or death can be claimed where such costs are additional to normal costs of traveling and otherwise not payable under an insurance policy or other authority.

2. Accommodation

Where available, an employee will be authorized to stay at a single-room accommodation that is conveniently located and comfortably equipped.

The [Government of Canada Accommodation Directory](#), should be used as a guideline in choosing reasonable accommodations whenever possible. In all cases, employees should exercise discretion and common sense when considering higher priced rooms. Factors such as safety, security and proximity to an event attended may also be considered to reduce overall cost of attendance. Without receipts, employees can claim a per diem allowance for accommodations as specified within the Per Diem Schedule.

3. Mode of Transportation

Unless otherwise specified in this procedure, the selection of mode of transportation is based on cost, duration, convenience, safety and practicality. Travel should normally be done in the most economical way in consideration of all direct transportation costs, accommodation, and the time involved. Whenever possible, travelers should take advantage of discounts.

a) Private Vehicle Transportation

Travel by private vehicle will be reimbursed at standard rates as outlined in the Per Diem Schedule from the individual's normal place of work assignment, usually the ACAD Campus, to the destination by the most direct route. Employees who intend to use their own vehicles for work are responsible to familiarize themselves with section below – Insurance, Personal Vehicle.

b) Taxis and Rental Vehicles

Taxi fares and rental vehicle costs are reimbursable expenses. Receipts are required. Other less expensive forms of transportation should be considered when available (e.g. airport shuttles, bus etc.)

c) Air Travel Costs

The standard for air travel is economy class and this includes charters and other reduced fares. Employees are expected to undertake appropriate trip planning to ensure they arrive at destinations suitable for the business needs of the authorized trip. The lowest available airfares appropriate to particular itineraries shall be sought without unreasonably extending total travel time.

Employees may also be reimbursed for required fees, taxes, luggage and other miscellaneous or mandatory costs associated with air travel.

Business or Executive class must be pre-authorized by the Board Chair, President + CEO, or respective Vice-President and will normally only be approved where at least one portion of the trip includes continuous air travel that exceeds 5 hours. Other situations may be suitable for fare class upgrade and will be considered on a case by case basis.

To determine your total travel time, airport departure and arrival times should be used. In addition, total travel time should be actual time elapsed regardless of the time zone changes.

4. Insurance

a) Flight Cancellation

When traveling on business, employees will be reimbursed for flight cancellation insurance. If their trip is cancelled because of circumstances beyond their control, they may also be reimbursed for flight cancellation penalty charges incurred.

b) Personal Vehicle

Employees who intend to use their own vehicles for work, or who will carry passengers on behalf of the College, are advised to confirm with their insurance agent that they are adequately insured both with statutory Third Party Liability and Physical Property Damage coverage. This basic coverage shall not be reimbursed to employees.

In addition, employees when using a private vehicle must ensure there is no limitation for business use under their personal auto policy and should ensure the vehicle is insured with appropriate 'business' coverage. The College does not provide such insurance on behalf of employees and assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate. The College may consider reimbursement for supplementary business insurance premiums, up to a maximum of \$200, when such coverage is required for private vehicle use and when prior written approval is received from the President or designate.

The College is not responsible for reimbursing deductible amounts related to any insurance claim that is made by employees. The College recommends employees without the coverages specified or concerns regarding potential insurance claims as discussed above, consider the rental of a vehicle.

c) Personal Health

The College's employee benefit plans provide coverage to employees for personal life, disability and travel health insurance. Some of this coverage is only offered on a voluntary basis and employees should consult their respective terms and conditions of employment when traveling on College business.

d) Rental car

The College has an insurance policy that covers employees, officers and directors while traveling on College sanctioned business in Canada and in the United States. Rental insurance offered by a rental agency in Canada or the United States should be declined and will not be reimbursed by the College. Rental insurance for vehicles rented for College business outside Canada or the United States is required and will be reimbursed.

5. Frequent Flyer Points

Frequent flyer points earned on College business may be used by the employee for personal use. Points redeemed for personal use are considered a taxable benefit. It is the employee's responsibility to report the fair market value of the taxable benefit in their annual tax return. 'Fair market value' for an airline ticket is described as the cost for the same flight in the same travel class with the same restrictions. Employees should contact the Canada Revenue Agency for further information.

6. Personal Stop-Over

An employee can, with approval by the direct supervisor with the necessary signing authority, combine personal travel with College business travel. Only costs related to the business portion of the travel, based on the most direct route for business travel, can be claimed as expenses.

If approval is granted employees are required to finalize their own travel plans and pay any additional costs associated with personal stop overs. Where travel proposed by an employee is not the most direct, practical, or cost-effective, the employee may only claim the amount of the actual business trip portion expenditures based on the most direct route.

7. Spousal/Partner Travel

Any expenses incurred by spouses or other individuals accompanying the employee on College business shall be fully incurred by the employee unless prior written approval has been received by the President + CEO.

8. Travel Advances

In limited circumstances where an employee may incur significant out-of-pocket costs, payment of a lump sum amount may be issued in advance of expenses actually being incurred. Requests must be authorized by the immediate supervisor and must be received by Finance at least 10 business days prior to the departure date. Travel advances are considered personal and must be cleared with the filing of the employee's claims for reimbursement within 30 working days of returning.

If an employee is provided with an Accountable Advance to offset the costs of the travel, the travel expense claim and any remaining balance of the funds must be returned immediately upon returning from the trip (see Accountable Advance Procedure 200.16.01). An employee will not be issued another advance until the original advance amount has been accounted for or repaid.

9. Reimbursement for Foreign Currency Transactions

For travel outside of Canada, an employee will be paid in Canadian currency for any allowances or reimbursement for expenditures supported by receipts. If a credit card was used to pay foreign currency, reimbursements will be made for the amount supported by the credit card statement. If the foreign currency transaction cannot be supported by a credit card statement, a reasonable currency conversion rate determined by Finance will be used to calculate the reimbursable amount in Canadian dollars.

10. Reimbursement of GST

When an employee is charged GST on allowable expenses, the employee will be reimbursed either the total amount shown on the receipt, including the GST, or the maximum amount allowed for the expense, whichever is less. GST and other taxes are included in the per diem allowances or mileage allowances included in the Prescribed Travel Per Diem Schedule.

11. Reimbursement for unanticipated expenses

Where expenses are incurred but not expressly authorized by this Procedure, or incurred but not expressly authorized by the approved travel authority, the employee's supervisor or

travel authority approver shall determine if the expense falls within the intent of this Procedure and in consultation with the Director of Financial Services determine the amount of any reimbursement. Maximum amounts set within the Prescribed Travel Per Diems as published by the College from time to time, will not be increased. Expenses for failure to cancel transportation or hotel reservations will not normally be reimbursed unless circumstances warrant such reimbursement (e.g. emergency recall).

12. Year-End

At fiscal year-end, travel expense claims must be submitted prior to the deadline provided by Finance. Expense claims entered into after this date will be charged to the new fiscal year. If outstanding travel expenses are expected to be greater than \$1,000, costs must be accrued (follow the year-end procedure/instructions provided by Financial Services). At fiscal year-end, travel expenses incurred in June should not be combined with expenses incurred in July. Separate claim forms must be submitted.

PROCEDURE

1. Travel Authorization

Employees must request approval via a TAFW request for travel in advance by recording proposed dates of absence from the Campus in the Dayforce HCM system, including all estimated trip costs in the employee comments box.

The employee's direct supervisor must log into Dayforce to approve the dates away from the office, the reason for travel and the estimated costs.

2. Travel Expense Claims and Reimbursement

Upon return from travel, employees will complete the Briefing Report form 200.05.03B. All travel expenses claimed using the form must be supported by proper, original, and detailed receipts.

The form requires review and authorization by the employee's direct supervisor. Upon approval the form will be submitted to the Accounts Payable Coordinator within 30 days upon return. It is necessary for the employees to retain a copy of the document for inclusion with all pcard reconciliations that include costs incurred as a result of the travel.

3. Meals

Without receipts, employees can claim a per diem allowance as per the Per Diems Schedule. Per diems may only be claimed where an employee was required to pay for the corresponding meal. If the employee received a meal in conjunction with the travel arrangements (e.g. included as part of a conference) or was provided the meal from an external party, a per diem cannot be claimed.

With proper, original, and detailed receipts, employees may claim the cost of the meal plus GST (if applicable) and a reasonable gratuity such as 15%. Credit card transaction slips without the detail, credit card statements, or other people's receipts are not acceptable support for reimbursement.

Where an employee is incurring meal costs and intends to claim reimbursement based on receipts, reasonable amounts and typically no greater than two times the allowable per diem, may be claimed.

All amounts indicated within the Prescribed Travel Per Diem Schedule are in Canadian Dollars except for the United States of America, where the per diem value is in US dollars (USD) equivalents.

The Treasury Board of Canada Secretariat web page contains daily meal rates at various international locations abroad and is updated semi-annually. The internet address is http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/d_e.asp. Without receipts, employees may claim a per diem allowance for breakfast, lunch and dinner as prescribed in the above website for the specified international location.

4. Mileage

Personal vehicles may be authorized to conduct College business if driving is considered the most direct, practical and cost effective route and mode of transportation.

When authorization is received, the employee may claim an amount based on total kilometers traveled at the prescribed rate within this Procedure. It is the employee's responsibility to maintain a record of mileage traveled and provide details associated with travel to Finance with their completed Expense Claim form.

5. Other Vehicle Expenses

Charges for the purchase of gas, either through the expense claim process or through the procurement card process, will only be accepted when related to refilling a rental vehicle. Charges for parking at the College or adjacent locations, incurred prior to travel, are not reimbursable. Reasonable personal vehicle parking at local airports or terminal parking when traveling by bus will be reimbursed. Only parking expenses incurred at the destination of travel will be considered for reimbursement. Fines for traffic or parking violations shall not be reimbursed and are the responsibility of the driver.

6. Other Travel Expenses

Reasonable costs of other items required due to travel on College business can be claimed based on receipts for actual expenses incurred. These include, but are not limited to:

- Personal communication costs, within reason, for international travel
- Office services (photocopies, faxes, internet etc.)
- Bottled water for international travel
- Visa and other travel documents, other than passports
- Required inoculations, vaccinations, and/or certificates of health not covered by health insurance plans
- Laundry or dry cleaning when travel duration is greater than 4 days
- Meter parking charges

In the absence of receipts, claims for incidental expenses will be limited to the per diem rates outlined in the Per Diem Schedule. Personal costs for hotel services, for example movies, spa, alcohol, and incurred personal costs (e.g. pet or home care, interest charges on personal credit card balances) are not reimbursable.

REFERENCE:

Dayforce Employee and Manager Training Manual
Professional Development/ Business Travel Expense Briefing Report form 200.05.03B
Accountable Advance Procedure 200.16.01 + form
Missing Receipt form
Travel Per Diems Schedule 200.05.03C
Hosting Procedure 200.20.01
P-Card Guideline
Signing Authority Procedure 200.03.01+ Matrix
Expense Claim form
Collective Agreement between the Board of Governors of the Alberta College of Art and Design and the Faculty Association; Article 15