

TYPE:	Administrative
TITLE:	Business and Travel Expense Reimbursement
NO.:	ADMIN-215
RESPONSIBILITY:	Chief Administrative Officer & Chief Financial Officer
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Expenditures for which individuals intend to receive reimbursement should only be incurred to further this mission. Clear and consistent standards for the responsible use of financial resources are vital to public trust. Articulating a system for the proper expenditure and substantiation of expenses allows Durham College to promote good financial stewardship and assure the fair, equitable and judicious use of college funds. It also ensures the college is in line with the most current provincial legislation and requirements, as they pertain to business expenses.

Durham College will authorize expenditures and reimburse employees for actual and reasonably-incurred College business expenses that meet the requirements of this policy and procedure. Reimbursement will cover expenses for travel, accommodation, meals, business hospitality and other business-related activities to be paid from all College funding sources.

This policy and procedure is consistent with the Management Board Directive dated April 2011 and is applicable to all Durham College employees, volunteers, contractors, consultants and members of the Board of Governors.

2. Purpose

This policy and procedure provides a framework for incurring, reporting, reviewing and receiving reimbursement for allowable business expenses. It is also to set out rules and principles for the reimbursement of expenses to ensure fair and reasonable practices and provides a framework of accountability to guide the effective oversight of College resources in the reimbursement of expenses.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Durham College shall provide information and guidance about the appropriateness of incurring, reporting and receiving reimbursement for allowable business expenses.
- 4.2. Allowable business expenses shall be within approved budget allocations.
- 4.3. Allowable business expense reimbursement shall be authorized by individuals with signing authority.
- 4.4. The Business and Travel Expense Reimbursement procedure references:
 - 4.4.1. Financial thresholds and per diem rates for categories of allowable business expenses;
 - 4.4.2. Timelines for submitting requests for reimbursement and for receiving payment;
 - 4.4.3. Documentation requirements for allowable business expenses. Employees may be required to provide additional information to support reimbursement;
 - 4.4.4. The criteria for the reimbursement of allowable business expenses; and
 - 4.4.5. Monies that can be paid in advance of an allowable business expense being incurred.
- 4.5. Individuals shall request reimbursement only for their individual allowable business expenses, and provide original signatures on reimbursement request documentation.
- 4.6. Expenses that appear to, or actually, provide personal benefit to an employee, without a valid business purpose, shall not be reimbursed.
- 4.7. Employees shall not be reimbursed for the purchase of capital assets.
- 4.8. Foreign currency expenditures shall be reimbursed using the average monthly Bank of Canada exchange rate.
- 4.9. Employees shall return to Durham College all monies in excess of substantiated expenses within prescribed timelines.
- 4.10. Allowable business expenses of the College President shall be reviewed for compliance with the policy and procedure by the Chief Financial Officer and approved by the College's Board of Governors.
- 4.11. Any exemption from this policy shall be authorized by the Chief Administrative Officer.

- 4.12. Durham College retains the right to refuse, in whole or in part, reimbursement of business expenses.
- 4.13. The mission, vision and values of Durham College will be the basis for the implementation and enforcement of this policy.

5. Procedure

5.1. Accountability framework

- 5.1.1. The President and/or the College leadership team have the authority to establish additional rules regarding expenses. Any additional rules should be consistent with those laid out in this procedure and be necessary to meet specific operational needs. These additional rules do not replace any rules required in this procedure and must be made accessible to everyone covered by the new rules.
- 5.1.2. In addition, the President may modify the level of approval upward to a more senior level when authority is assigned to a manager/supervisor or contract manager.

5.2. Managerial discretion

- 5.2.1. For the purpose of this procedure and the expense rules, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this directive and the rules. All decisions made under the expense rules should be made very carefully.
- 5.2.2. When exercising managerial discretion, the rules on documentation should be followed so the rationale will be included in the claim file.
- 5.2.3. Approvers are accountable for their decisions, which should be:
 - a) Subject to good judgment and knowledge of the situation;
 - b) Exercised in appropriate circumstances; and
 - c) Comply with the principles and mandatory requirements set out in this procedure and the expense rules.
- 5.2.4. When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:
 - a) Able to stand up to scrutiny by the auditors and members of the public;
 - b) Properly explained and documented;
 - c) Fair and equitable;
 - d) Reasonable; and

e) Appropriate.

5.2.5. It is the responsibility of both the approver and the claimant to work out appropriate arrangements that would meet the test of being fair and equitable.

5.3. Posting

This policy and procedure is posted on the College's external website and employee intranet (ICE), so it is available to all College employees and the public.

5.4. Alcohol

Alcohol cannot be claimed and will not be reimbursed as part of a business travel or meal expense. For rules regarding reimbursement for the service of alcohol as part of a hospitality event see section 5.5.

5.5. Hospitality

5.5.1. Provisions, expenses, permits, and arrangements

- a) Hospitality is defined as the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged in work for any designated Broader Public Sector (BPS) agency under the *Broader Public Sector Accountability Act 2010* or Provincial ministry or agency covered under the Ontario Public Service Travel, Meal and Hospitality Expenses Directive.
- b) Hospitality expenses for guests should be limited to the cost of meals and beverages furnished in a hotel dining room or restaurant.
- c) Entertainment of a different variety (e.g. golf, athletic events, theatre productions, etc.) requires prior approval of the department Vice-President. Unapproved entertainment will not be reimbursed.
- d) Temporary parking permits purchased for visitors through the Parking office are allowable, however payment or reimbursement of parking tickets, even if incurred during the course of business, is not allowable.
- e) All food arrangements should be made with the contracted food service provider or the Centre for Food for hospitality events located in the College. Any exceptions must be approved by the Associate Vice-President, Facilities and Ancillary Services.

5.5.2. Rules

- a) Functions involving only people who work for the College are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this policy and procedure.
- b) Hospitality may be extended in an economical and consistent manner when:
 - It can facilitate College business; and
 - It is considered desirable as a matter of courtesy or protocol.
- c) Expenses that do not fit the definition of hospitality will not be reimbursed. Examples of such expenses would be office social events, retirement parties and holiday lunches.
- d) College sanctioned events such as those relating to recognition, condolence or remembrance, or length of service achievements may qualify for reimbursement. These events must be approved by the President prior to the event.
- e) Prior written approval is required for hospitality events where alcohol will be served (see responsibilities regarding alcoholic beverages, below).

5.5.3. When hospitality is appropriate

Hospitality may be extended on behalf of the College when:

- a) Engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - Business and industry;
 - Public interest groups;
 - Labour groups;
- b) Providing people from national, international, or charitable organizations with an understanding or appreciation of the workings of the College;
- c) Honouring distinguished people for exceptional public service;
- d) Conducting prestigious ceremonies for international and government officials, members of educational institutions or distinguished guests from the private sector;
- e) Events related to the functioning of the culinary and hospitality programs at the College;

- f) Pursuit of commercial contracts/agreements where approved by the President; and
- g) Other hospitality functions as approved by the President, providing they conform to the rules listed in this section of the procedure.

5.5.4. Responsibilities regarding alcoholic beverages

- a) Approval is required from the President, with no delegation of authority;
- b) Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place;
- c) Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above;
- d) Alcohol should be provided in a responsible manner (e.g., food must always be served when alcohol is available);
- e) All College-sponsored events held on campus, at which alcoholic beverages are served, require that the Office of Risk Management be engaged to ensure the safety of all guests; and
- f) All events with alcoholic beverages must follow the campus procedure for on/off campus events, which includes the use of a Durham College Events Form.

5.5.5. Gift giving

Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the College.

5.5.6. Gift Cards

Gift cards may be offered to non-employees including students, who provide services to Durham College in a volunteer capacity and are provided to acknowledge the individuals' contributions. Gift cards are not intended to represent full compensation for time and effort expended. Where gift cards are provided, the 'Gift Card Acknowledgement Form' must be completed and submitted with the expense reimbursement. It is the responsibility of the individual(s) receiving gift cards to consult with Canada Revenue Agency guidelines with regards to reporting of taxable income.

5.6. Documentation

- 5.6.1. Good record-keeping practices must be maintained for verification and audit purposes.
- 5.6.2. All business-related expenses must be documented on the appropriate expense report form, which must be approved by the appropriate Department Manager, Director, or Vice-President based on the approved signing levels. Expenses of the President must be reviewed by the Chief Financial Officer for compliance with this policy and procedure and approved by the Executive Committee of the Board of Governors.
- 5.6.3. The 'Business Meals and Hospitality Form' should accompany a request for the payment of all business meals and hospitality expenses. This form is designed to provide a record of the time, location, participants and business purpose of the activity. Original itemized receipts must be submitted with hospitality expenses.
- 5.6.4. A 'Durham College Events Form' must be completed and forwarded to the office of risk management for all on- or off-campus events in order to ensure that the proposed activity does not compromise public health and safety or the reputation of Durham College. An event is deemed to be a planned activity directly associated with Durham College and which falls outside of regular curriculum provision or the day-to-day business of the institution (e.g. business meetings).
- 5.6.5. Event approval forms should be submitted seven days in advance of the activity where possible.
- 5.6.6. The Chief Administrative Officer has the authority to question or request

additional information concerning the business purpose, supporting documentation or reasonableness of an expense.

5.7. Consultant and other contractors

5.7.1. Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages;
- Gratuities;
- Laundry or dry cleaning;
- Valet services;
- Dependent care;
- Home management; and
- Personal telephone calls.

5.7.2. Consultants can claim allowable expenses only when the contract with the College specifically allows for it.

5.8. Individuals making claims (claimants)

Claimants must be required in the expense rules to:

- 5.8.1. Obtain all appropriate approvals before incurring expenses;
- 5.8.2. Submit claims before the end of the month following the month in which the expense was incurred. The exception is year-end, at which time claims must be submitted by the year-end deadline communicated by the Finance department.
- 5.8.3. Repay any overpayments – it is considered a debt owing to the College; and
- 5.8.4. If leaving employment with the College, submit any claims for expenses before leaving.

5.9. Individuals approving claims (approvers)

Approvers are prohibited from approving their own expenses. Expenses for a group can only be claimed by the most senior person present – expenses cannot be claimed by an individual, if incurred by their approver (e.g., an executive who reports to the President cannot submit a claim that includes the cost of the President's lunch even if they were at the same event, with the result that the President would thereby approve their own expenses).

5.9.1. Approvers must:

- a) Provide approval only for expenses that were necessarily incurred in the performance of organization business;
- b) Provide approval only for claims that include all appropriate documentation;
- c) Use the following principles to guide exceptions to the rules:
 - Trust – use discretion and latitude for persons and supervisors to act in a fair and responsible manner;
 - Flexibility – management decisions respect the duty to accommodate, respond to persons' needs and interests and consider unforeseen circumstances;
 - Stewardship – ensure consistent, fair and equitable application of the procedure giving consideration to all circumstances, while maintaining the shared responsibility for wise and prudent use of public resources;
- d) Where an approver exercises discretion in making an exception, in order to ensure a proper record for audit purposes, the waiver must be approved by a Vice-President or the President, as appropriate, and accompany the claim.

5.10. Travel Reimbursements

- 5.10.1. This procedure applies whenever business travel is required. For the purpose of this procedure, travel does not refer to a person's regular commute to work – expenses related to a person's regular commute are not reimbursable. Overnight stays and College business travel where the travel exceeds a distance of 200 km (one way) from the residing campus must be approved in advance through completion of the Business Travel and Medical Insurance Form.
- 5.10.2. The College reserves the right to refuse, in whole or in part, reimbursement of travel expenses.
- 5.10.3. Service charges related to the late payment of credit card charges are the sole responsibility of the claimant and are not the responsibility of the College.
- 5.10.4. Charges related to fines and or court costs related to parking and traffic-related offences are not allowable expenses.

- 5.10.5. Additional costs for travelling with a companion, making voluntary changes to existing travel arrangements, 'no show' charges unless incurred as a result of business-related circumstances or extenuating personal circumstances, and unused or lost tickets are not reimbursable.
- 5.10.6. In situations in which a claimant chooses to use their own vehicle, the amount reimbursable is the lesser of the kilometric claim or the costs of transportation using a rental or College vehicle, bus, train, taxi, airplane or other means of publicly available transportation.
- 5.10.7. Expenses reimbursed by the College are not to be used for income tax purposes or for claims to another organization.
- 5.10.8. Since expenses are subject to audit, ineligible expenses identified through audit shall be reimbursed to the College by the claimant.
- 5.10.9. Reimbursement of expenses related to attendance at political fundraising events is not allowed under this procedure.

5.11. When travel is part of the job

There are some jobs where frequent travel is a requirement – part of the regular job duties. On hiring, managers should ensure employees are aware of the policy and procedure and how they will affect their job. In these situations, approvers should meet with the employee to determine appropriate strategies (e.g. pre-approval for frequent or regular travel exceeding 200 km (one way), when meals can be reimbursed, use of vehicles, etc.). Blanket approvals for travel within the same fiscal year will be permitted with approval by the department Vice President. This should be documented in advance and sent to the finance department.

5.12. When travel occurs every now and then

In the majority of positions in the College, travel usually occurs irregularly on an as-needed basis: e.g. to attend training, meetings, conferences or consultations; and representing the College at an event. In some cases, employees will be asked by their managers to travel, and in others, the request may come from the employee.

5.13. Approvals for Travel

This section identifies the level for approvals for travel for everyone covered by this procedure. In limited cases, the authority for approval may be delegated.

A Request for Business Travel and Medical Insurance Form must be completed and submitted for the approval of business travel that exceeds a distance of 200 km (one way) or requires an overnight stay.

Authorization by e-mail will also be accepted provided that the e-mail contains all of the information requested in the Request for Business Travel and Medical Insurance Form.

Note that these are the levels for approving travel, not for approving any expenses related to travel.

Position	Travel within Ontario	Travel within Canada/U.S.	International Travel
Board Chair	No approval required	No approval required	Executive Committee
President	No approval required	Board Chair	Board Chair
Vice-President	No approval required	President	President
Employee	Supervisor	Vice-President	President
Consultant	Manager	Vice-President	President

5.14. Delegation of authority for travel approvals

Delegation is permitted one level lower by the Chair, President or Vice-President, than outlined above for travel within Ontario and North America only. In no case can an individual be delegated the authority to approve either their own travel plans or their own expenses.

5.15. Schedule approval for international travel

For some individuals, the requirement to travel internationally may be considered integral to their business. To ensure that the approvals process does not have an undue negative effect on the ability of the College to conduct business, these individuals may have the opportunity to request the President or Chair to approve international travel according to a schedule in advance. Blanket approvals for travel within the same fiscal year will be permitted with the requirement that quarterly updates on the travel be provided to the President.

5.16. Before Travelling – All Travel

5.16.1. Prior to requesting approval to travel, other options for meetings should be considered including audio and video conferencing.

- 5.16.2. If travel is necessary, all people wishing to be reimbursed for travel expenses should follow the guidelines set forth below:
- a) Obtain prior written authorization required for travel using the Business Travel, Medical Insurance Request form. Electronic approval is considered written approval for the purpose of this procedure as long as the approver has sufficient information to make an informed decision;
 - b) Whenever possible, use the College's designated vendor of record service providers;
 - c) If there is a change in your itinerary, you should:
 - Report any changes to your approver as soon as possible;
 - Submit any changes through the travel management company or, if appropriate, an alternate travel agency;
 - d) If you are eligible to use a corporate purchasing card, use it wherever possible to pay for your travel expenses;
 - e) Secure passports, visas, immunizations, medications, as appropriate before you travel;
 - f) Consult with your approver to ensure that your travel arrangements include accommodation for any special needs;
 - g) Choose the most cost-effective accommodation or method of travel.
- 5.16.3. Loyalty points 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 corporate card.

5.17. International travel

- 5.17.1. If travelling internationally (outside Canada and the U.S.), in addition to the obligations set out elsewhere in this procedure, requests for international travel must include prior written approval through the Business Travel, Medical Insurance Request form.
- 5.17.2. When planning any travel, consider business continuity (e.g., deciding whether senior management or people with specialized knowledge or expertise should travel together).

5.18. Medical and Health Insurance –Traveling in Ontario

5.18.1. In the event of illness or injury, the travelling employee should be under the Ontario Health Insurance Plan (OHIP) and the employer's extended health insurance plan. The cost of additional private medical/health insurance will not be reimbursed for travel within Ontario.

5.19. Medical and Health Insurance – Traveling outside of Ontario

5.19.1. Durham College provides the travelling employee with a basic emergency medical insurance policy for accidental injury/illness or accidental death. Note that pre-existing conditions (including any injury or sickness resulting or caused, in whole or part, from a pre-existing condition within 6 months) will not be covered by this policy. An extra travel insurance policy may be arranged at the traveler's expense; however, it will not be reimbursed.

5.19.2. Request for additional medical insurance can be made by completing the Business Travel and Medical Insurance Form and sending it to the Manager, Insurance and Risk Management to obtain a Membership Card. International travel will be reviewed on an individual basis and special arrangements can be made if approved by the Chief Administrative Officer.

5.20. Vehicle insurance

5.20.1. College employees must use the corporate purchasing card in renting vehicles, because the corporate purchasing card includes insurance that covers the cost of repairing the damage to vehicles rented using the corporate purchased card. The collision damage waiver offered by the rental agency must be declined.

5.20.2. If the travelling employee does not have a corporate purchasing card, the travelling employee must purchase the collision damage waiver coverage offered by the rental company. The insurance costs can then be claimed as a travel expense.

5.20.3. If the duration of rental car will exceed more than 30 days, the travelling employee must contact the Manager, Insurance and Risk Management to review the rental agreement and insurance coverage.

5.21. Using a personal vehicle

If the travelling employee uses their personal vehicle while on College business, the following apply:

5.21.1. The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability;

- 5.21.2. It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle;
- 5.21.3. The College will not reimburse the costs of insurance coverage for business use, physical damage or liability;
- 5.21.4. The College is not responsible for reimbursing deductible amounts related to insurance coverage; and
- 5.21.5. In the event of an accident, the travelling employee will not be permitted to make a claim to the College for any resulting damages.

5.22. Transportation by airplane

College employees should choose the least expensive travel option.

- 5.22.1. Air travel is permitted if it is the most practical and economical way to travel.
- 5.22.2. Economy (coach) class is the standard option for ticket purchase. Travel in business class must have prior approval by the President and may be considered:
 - On international flights over six hours in duration, or
 - On flights within Canada and the continental United States if related to the provision of reasonable accommodation (e.g., health reasons).
- 5.22.3. Any upgrade charge other than the above is at the personal cost of the claimant.

5.23. Transportation by train

- 5.23.1. Travel by train is permitted when it is the most practical and economic way to travel.
- 5.23.2. 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 Via 1, where the meal is included);
 - Accommodation requirements; and
 - Health and safety considerations.

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

5.24. Vehicles

- a) When road transportation is the most practical, economical way to travel, the order of preference is:
 - College vehicle;
 - Rental vehicle; and
 - Personal vehicle, if it is more economical than a rental vehicle.
- b) Use of a personal vehicle must be discussed in advance with your approver. The College will assume no financial responsibility for the use of your own vehicle other than paying the kilometric rate. Carpooling is recommended for multiple people attending the same meeting/function.

5.25. 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 can be allowed in a College vehicle only if the passengers' travel is related to College business.

5.26. Rental vehicle

- a) 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.
- b) Luxury and sports vehicles are prohibited.
- c) Before accepting a rental vehicle an external and internal check must be performed to ensure the College will not be liable for prior damage.
- d) To avoid higher gasoline charges, rental car must be refueled before returning it.

5.27. Personal vehicle

- a) The College will pay the kilometric rate for using personal vehicle for College business.
- b) If the travelling employee will be driving more than 200 kilometres in a day, use of a rental vehicle must be considered.
- c) If a personal vehicle will be used for more than five days within a single calendar month – even not exceeding 200 kilometres in a single day - lower cost options, such as vehicle rental or audio or video conferencing must be considered.
- d) 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.

5.28. Reimbursement rates

The rates for administrative staff, academic staff, and support staff all follow the government's rate schedule shown below.

Total KMs driver per fiscal year	Rate
0 to 4,000	\$0.40
4,001 to 10,700	\$0.35
10,701 to 24,000	\$0.29
24,001 and above	\$0.24

5.29. Highway toll charges

Reimbursement is provided for necessary and reasonable expenditures for highway tolls when driving on business.

5.30. Accident reporting

All accidents must be reported immediately to local law enforcement authorities and your immediate supervisor. In addition:

- a) If you are using a College vehicle, advise the Office of Insurance and Risk Management;
- b) If you are using a rental vehicle, advise the rental car agency and contact the travel card insurance provider to initiate a claim and advise the appropriate College staff;
- c) If a driver and/or passenger is injured, an accident/injury report must be completed within 24 hours; and
- d) If you are using a personal vehicle, advise your own insurer.

5.31. Parking and other transportation charges

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.

5.32. Ride hailing

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

- a) Group travel by taxi/uber is more economical than the total cost of having individuals travel separately by public transit or shuttle;
- b) Taking a taxi/uber allows you to meet an unusually tight schedule for meetings; and
- c) Other means of transportation are not available in a timely/predictable manner or would be unsuitable.

5.32.2. Taxis/ubers may not be used to commute to work or home except under exceptional circumstances. For instance:

- a) Weather, health or safety conditions indicate it is the best, appropriate option; or
- b) Transport of work-related baggage or parcels is required.

5.33. Accommodation

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

- a) Requirement to remain close to the office for periods long in excess of standard working hours; and
- b) Services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

5.33.2. There will be no reimbursement for hotel suites, executive floors or concierge levels when travelling unless it is required for hosting outside guests and represents a more effective and economical alternative than paying for other hotel facilities or services.

5.33.3. Employees are allowed to stay at a designated hotel if they are traveling to a conference.

- 5.33.4. Reimbursement will be made for single accommodation in a standard room.
- 5.33.5. 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.
- 5.33.6. 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.
- 5.33.7. For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.
- 5.33.8. Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance.
- 5.33.9. Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:
- a) 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.
 - b) 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.

5.34. Personal care

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

- Laundry;
- Dry cleaning; and
- Hotel valet services (e.g., shirt pressing, suit steaming, shoe polishing). Itemized receipts are required. Recreational items are not reimbursable.

5.35. Telecommunication

- 5.35.1. A College cellphone can be used for business purposes when traveling. If travelling outside of Canada, an out-of-country package must be purchased for roaming charges.
- 5.35.2. Audio or video conferencing must be used whenever possible, as an alternative to travel.

5.35.3. Reimbursement will be made for the following expenses during travel on College business:

- a) Reasonable, necessary personal calls home for each night away; and
- b) 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; and
 - Rental and transportation of necessary office equipment.

5.36. Meals

5.36.1. Faculty, staff and students may be reimbursed for approved, necessary and reasonable business meal expenses. Business meals are those taken with guests, job applicants, professional colleagues or donors during which business discussions take place. Business meals may also be those taken with other employees when, to ensure privacy and confidentiality, business must be conducted off campus.

5.36.2. Hospitality is provided only when the event involves people from outside the College. Functions involving only people who work for the College are not considered hospitality functions.

5.36.3. Alcohol cannot be claimed and will not be reimbursed.

5.36.4. Meal expenses are allowed if the claimant is:

- On College business and,
- Away from the office area (i.e., at least 24 kilometres) over a normal meal period; or
- Approved for the expense (e.g., a business meeting within the office area that must occur over lunch);
- Working continuously for more than three hours beyond your normal hours.

5.36.5. After-hours meals between two or more employees without a clear business purpose, which ordinarily could be conducted during normal working hours, are not reimbursable.

- 5.36.6. Expenses incurred in relation to the following example events are considered to be personal in nature and therefore not reimbursable: parties or meals for birthdays, weddings, births, showers and other similar parties.
- 5.36.7. The Business Meals and Hospitality Form must be attached for all reimbursement requests. This form outlines the reason and business purpose for having the event and lists the participants.
- 5.36.8. Reimbursement is for restaurant/prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim.
- 5.36.9. Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.
- 5.36.10. If travel is a regular part of the claimant's job, meals will not normally be reimbursed unless a prior approval is obtained.

5.37. Meal rates in Canada

- 5.37.1. Below are the maximum reimbursement rates for meal expenses incurred in Canada under the Federal government's policy. These rates include taxes and gratuities.

Meal Type	Meal Reimbursement Rate
Breakfast	\$17.15
Lunch	\$18.05
Dinner	\$45.95
Total	\$81.15

- 5.37.2. Per diem reimbursements will be reimbursed when an expense report is submitted. Receipts are not required for per diem reimbursements. Up to the daily maximum can be claimed. 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.
- 5.37.3. Exceptions to the above rates may be granted with the prior approval of a Vice-President under the following conditions:
 - a) The claimant has submitted their request along with a clearly documented rationale that describes the circumstances and reason for the request; and

- b) The rationale is reviewed and recommended for approval by the Chief Financial Officer.

5.38. Meal rates outside of Canada

The federal reimbursement rates for meal expenses outside Canada are used, as set out in the appendices of the Treasury Board of Canada Travel Directive, dated July 1, 2017 or its successor directive. These documents can be found on the federal government website using its alphabetical listing of policies to look up the [Travel Directive](#). The two relevant appendices are:

- Appendix C - Allowances – Modules 1, 2 and 3
- Appendix D - Allowances – Module 4

5.39. Gifts

5.39.1. Departments may incur an expense, in the form of a gift, on behalf of an employee or an employee's immediate family, for the following events:

- Recognition of a long-term employee leaving a department or retiring. Gifts should not exceed \$200.
- Illness of an employee or student, requiring hospitalization. The recommended limit is \$50.
- The death of an employee or an employee's immediate family member. Memorial gifts made on behalf of an employee may include flowers or a donation to a charitable organization. In such cases the College should be acknowledged as the sender: e.g., "from all your friends and colleagues at (College department)". In the case of a donation to a charity, the notation should indicate the donation is from the College department. The recommended limit is \$100.
- Gifts for employees, students and volunteers to honour an individual for personal reasons (e.g. holiday, birthday, wedding, baby shower, housewarming and promotion) are not reimbursable.
- Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the College.

5.40. Other kinds of expenses

5.40.1. Inter-agency co-operation

A College may provide support including meals and refreshments to staff from other institutions, including Broader Public Service agencies, during discussions or conferences on issues of mutual interest and/or co-operation that seek to further either institutional or government objectives. Such expenses must be approved by a Vice-President or their designate.

5.40.2. Cash advances

Cash advances can only be issued for international travels or if a claimant is not using a corporate card and in other extenuating circumstances.

5.40.3. Passports, visas and immunization

The cost of passport and/or visa charges, plus the cost of immunizations and medications if necessary, for international travel.

5.40.4. Tips/gratuities

Reasonable gratuities for porter, hotel room services, restaurant services, and taxis are reimbursable.

5.40.5. Donations to political parties and charitable organizations

- Donations to political parties and candidates are not allowable expenses. The College is classified by the Canada Revenue Agency (CRA) as a tax-exempt charitable organization. As such, it must not support or oppose political parties or candidates.
- Donations made by the College to other charitable organizations (with the exception of memorial gifts stated above) should be done under extraordinary circumstances only. Payments to such organizations must include documentation explaining the nature of the donation, and the relationship to the College. All such payment requests must be pre-approved by the Chief Financial Officer and President.

5.40.6. Employee events

- Expenses such as meals and refreshments for work-related activities and events involving College staff can be reimbursed if approvals are obtained from a Vice-President or the President. Examples include activities intended to advance (i) the education and training of students and the public, (ii) the objects of 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.
- Approval for employee events must be authorized by the relevant Vice-President or President. The employee bearing and reporting the expense should be the most senior member of the group.
- Departments are permitted to expense up to \$25 per employee in celebration of one event per year.

5.41. Communication expenses

5.41.1. The use of a cellular phone may be an allowable expense if used primarily for business, subject to the approval of the department Vice-President.

5.41.2. Generally, home Internet charges are not an allowable expense unless:

- a) The responsibility of the position is to maintain, monitor and support a departmental computing environment and Internet access is required;
- b) The employee works from home at the College's request and Internet access is required; and
- c) The employee has received grant funding that allows for access from a home office location.

5.41.3. All exceptions above are subject to the approval of the department Vice-President.

5.42. Membership in professional organizations, professional dues/fees, subscriptions

Membership or professional dues or fees are deemed business expenses only when membership is primarily for business purposes, related to the functions of individuals or for representation of the College in organizations or associations. Subscriptions are also deemed business expenses when they are for publications related to the functions of an individual's position.

5.43. Conferences, seminars and professional development

Funds may be used for the costs related to conferences, seminars and other professional development activities that employees attend. These costs must be approved by the department Vice-President.

5.44. Miscellaneous expenses

Expenses that are not incurred in a regular manner (or deemed necessary to day-to-day operations) but are incurred in the furtherance of the College's mission may be deemed permissible. However, these expenses should be reasonable, justified, properly substantiated and authorized before incurred.

5.45. Corporate purchasing cards

5.45.1. A purchasing card can be used to make authorized expenditures. The specific rules administering the use of purchasing cards are included in the Corporate Purchasing Card policy and procedure.

5.45.2. Purchases made using the corporate purchasing card must be reconciled using the FAST PCard module within the deadlines noted in the

Corporate Purchasing Card procedure. A printed copy of the reconciled statement, approved by the appropriate level, must be submitted to the Finance department on a timely basis with the statement and all receipts attached by the 25th day of each month.

5.45.3. Employees who are six or more weeks late from the statement date in submitting their Expense Report Forms are considered delinquent and their card will be put on hold until the proper documentation has been received.

5.45.4. The Chief Financial Officer has the authority to cancel an employee's right to use the corporate purchasing card at any time.

5.46. Currency

5.46.1. All employees will be reimbursed in Canadian funds in amounts equivalent to the actual expenses incurred and where necessary, converted to Canadian currency for reimbursement. All expenses must be listed on the expense report in the currency that was used for the actual expenditures. Proof of cost to obtain foreign funds should be provided.

5.46.2. When foreign currency expenses (including USD) are charged to the corporate credit card, a copy of the credit card statement must be attached to verify the exchange rate used. Otherwise the average monthly Bank of Canada exchange rate will apply.

5.47. Exceptions

Exceptions to any of the provisions stated in this procedure require written documentation and approval. A memorandum or related document justifying the request for exception must be approved by the senior officer for the department making the request, and submitted to the Chief Administrative Officer prior to any reimbursement or payment

6. Roles and responsibilities

6.1. Employees, volunteers, and appointees are responsible for:

- Considering alternatives such as teleconferencing and video conferencing;
- Following the principles and rules set out in this policy and procedure;
- Being aware of the conflict of interest rules that govern the College; and
- Being aware of any other applicable policies and guidelines.

6.2. Supervisors and managers are responsible for:

- Carrying out any delegated authorities and assigned tasks in accordance with this procedure;

- Exercising managerial discretion judiciously;
- Ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored;
- Ensuring staff are aware of the requirements of this procedure;
- Seeking timely direction when there are questions of application; and
- Taking appropriate action in the case of non-compliance.

6.3. President and Vice-Presidents are responsible for:

- Ensuring the principles and rules are implemented and monitored, including putting in place processes that support the procedure;
- Delegating approval authority to appropriate levels within the College except as restricted in this procedure;
- Carrying out any delegated authorities and assigned tasks in accordance with this procedure;
- Ensuring consistent application of the procedure (e.g. for all jobs requiring regular travel);
- Ensuring that claims are fully documented by running regular spot checks;
- Ensuring that all persons covered by this policy and procedure are aware of their responsibilities and of the appropriate conflict of interest rules;
- Approving the service of alcohol at hospitality events in agencies/organizations that do not have special status for that purpose; and
- Ensuring all employees and appointees are made aware of their responsibilities under this procedure.

6.4. Board Chair is responsible for:

- Ensuring the policy and procedure is applied and monitored appropriately;
- Ensuring that staff with delegated authority are able to effectively apply this policy and procedure; and
- Approving the President's expenses.

6.5. Board of Governors is responsible for:

- Considering requests for special status.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy and procedure could result in disciplinary action for individuals found submitting or approving fraudulent expenditures, or financial loss, reputational damage and/or legal sanctions against the College.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- National Joint Council Travel Directive - <https://www.njc-cnm.gc.ca/directive/d10/en>