

Procedures for Business, Travel and Hospitality Expenses Policy

1. Meal/Per Diem Allowances

- 1.1 Meal/per diem reimbursement when traveling on College business will be in accordance with the Provincial Government rates¹.
- 1.2 It is not necessary to provide receipts when meal allowances are claimed.
- 1.3 Reasonable actual expenses may be claimed in lieu of per diem rates with itemized receipts.
- 1.4 The meal allowance rates are inclusive of meal expenses, including taxes and gratuities.
- 1.5 Where travel is for a partial day, only meals that are applicable to that portion of the day are reimbursable.
- 1.6 Where a meal is provided without charge, no claim for that meal can be made.
- 1.7 The meal/per diem allowances cover expenses arising from absences from the College for business purposes over a meal period(s).

2. Accommodation Charges

- 2.1 Reimbursement for commercial accommodation within BC must be in accordance with the [hotel accommodation guide approved accommodation rates](http://pss.gov.bc.ca/csa/categories/accommodation/search/). (<http://pss.gov.bc.ca/csa/categories/accommodation/search/>).
- 2.2 For out-of-province accommodation, a reasonable amount must be established considering business requirements and federal accommodation rates. For out-of-country or U.S. accommodation, employees will be reimbursed for actual commercial accommodation expenses for the travel location up to those rates established by the federal government through their standing offer arrangements for accommodation. For rate information, please refer to [federal accommodation site](http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx) (<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx>).
- 2.3 Where private lodging is used in lieu of commercial accommodation, reimbursement of the maximum per day may be claimed in accordance with Provincial Government rates¹, except for travelling outside of Canada.
- 2.4 Where private lodging is used in lieu of commercial accommodation, reimbursement for travel outside of Canada will be based on the Canadian government directives (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php>).
- 2.5 Amounts in excess of these rates may be approved prior to travel, on a case by case basis, considering variables such as the urgency of the travel, whether travel is occurring in peak season and if accommodations at the established limits are not available.

3. Private Vehicle Allowance

- 3.1 Where a private vehicle is used on College business, reimbursement shall be in accordance with Provincial Government rates¹.
- 3.2 The distance allowance does not apply when using leased or rental vehicles.
- 3.3 Actual transportation toll charges or receipted parking charges may be claimed.

4. Meal/Per Diem Expenses When Traveling outside Canada

- 4.1 For travel to and from the United States, the meal and per diem rates specified in section 1.1 will be in U.S. currency.

- 4.2 For travel outside of Canada and the United States, per diem rates will not exceed those which are based on the Canadian government directives (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php>).

5. Submission of Claims

- 5.1 With the exception of the per diem rates described above, all claims for reimbursement shall be accompanied by itemized receipts. Where is this not possible, a written explanation must be provided.

- 5.2 All claims for reimbursement shall be submitted on an Expense Reimbursement Claim form. <http://coho.langara.bc.ca:8889/new-intranet/forms/pdf/langara-expense-report.pdf>

Notes:

- ¹ based on Provincial government rates for Group II employees at http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf

- ² based on Canadian government travel rates available at <http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a4-eng.php>