

Title	Business, Travel and Hospitality Expenses
Number	C3002
Category	Finance

1. PURPOSE

To ensure for efficient and effective use of funds to support business, travel, and hospitality expenditures incurred by College employees.

2. DEFINITIONS

Business – activities and events intended to advance the College’s strategic direction.

Lower mainland – local land region west of Hope, east of West Vancouver, north of Surrey and south of Coquitlam.

Hospitality – provision of food, beverage, accommodation, transportation and incidentals for individuals who are not College employees.

Insurance – employees travelling on business are covered through Pacific Blue Cross Worldwide Assistance. Employees should refer to the Human Resources benefits webpage for more information on coverage.

Itemized receipts – original receipts with details to support charges and expenses incurred (credit card receipts or photocopies of receipts are not acceptable).

Loyalty program – program offered by a company that is designed to reward a customer with incentives or other benefits.

Travel – transportation on College business in excess of one's normal commute.

Vehicle operation costs – insurance, fuel, maintenance, depreciation regardless of actual costs.

Eligible expenses – accommodation, meals, mileage, long distance, air travel and insurance.

3. POLICY

3.1 The College is accountable for the prudent administration of public funds, including the responsible management of budgets that support business, travel and hospitality.

3.2 An employee shall exercise their best judgment when incurring business, travel, and hospitality expenses in order to minimize cost and maximize benefit to the College.

3.3 Means of travel will be operationally feasible and cost-effective. Alternatives to travel should be considered whenever practical.

3.4 Expenses associated with business, travel and hospitality outside of the lower mainland require pre-authorization by the appropriate budget officer.

- 3.5 Claims for business, travel and hospitality expenses must include original, itemized receipts in order to be considered for reimbursement, unless per diem rates are being claimed.
- 3.6 Claims for business, travel and hospitality expenses should be submitted no later than one month following the expenditure.
- 3.7 Shared expenses will be claimed by the most senior College employee in attendance.
- 3.8 Non-receipted expenses will not be accepted unless under extenuating circumstances.
- 3.9 Travel advances must be cleared within 30 days of completion of travel.
- 3.10 The College will provide a list of non-eligible business, travel and hospitality expenses.

Food and Beverages

- 3.11 Food and beverages at meetings that involve only College employees is discouraged; meetings scheduled during a normal meal time due to participant availability are an exception.
- 3.12 Alcoholic beverages are not a reimbursable expense except in the circumstance of special protocol / external functions which have the approval of the appropriate Vice-President or the President.

Accommodation

- 3.13 Accommodation arrangements should be made with College or provincial government-preferred rates unless quoted rates are more cost-effective.
- 3.14 Reimbursement will be made for single accommodation in a standard room unless other quoted rates are more cost-effective.
- 3.15 Where private lodging is used in lieu of commercial accommodation, reimbursement for private accommodation may be claimed.

Air Travel

- 3.16 Air travel should be on the most economical class of ticket and not based on personal airline preference nor preferred loyalty program.
- 3.17 Air travel that is in excess of eight hours of consecutive flight time may vary from economy class with the prior approval of the Vice-President or the President.

Vehicle Rental and Use of Personal Vehicle

- 3.18 Travellers may wish to rent an automobile to save time or reduce costs. Reimbursable expenses include the km/mileage charge by the car rental agency, gasoline charges and insurance coverage when applicable. Vehicle rental should be from a College or provincial government-preferred agency, unless a quoted rate from another agency is more cost-effective. Travellers who rent vehicles are responsible to ensure that they have obtained adequate insurance. The vehicle rental rate table can be found at the [Procurement Service's site](#).
- 3.19 The category of vehicle rental should be suitable to business and occupancy requirements.
- 3.20 Employees who choose to use their personal vehicle when it is the most practical and economical way to travel will be reimbursed at the approved mileage rate set by the College which is intended to cover all vehicle operation costs.

3.21 Insurance (personal to business use) will be reimbursed for employees using their personal vehicle more than 60% of the time.

Gifts

3.22 Gifts to an individual or organization on behalf of the College will be nominal in value.

International Travel

3.23 The College will reimburse an employee for the cost of travel visas and immunization fees.

Loyalty Program Rewards

3.24 Travel booked using loyalty program rewards will not be reimbursed.

4. RESPONSIBILITY

For any inquiries relating to this policy, contact the Vice-President, Administration and Finance.

5. RELATED REGULATIONS/PROCEDURES

[Business, Travel and Hospitality Expenses – List of Non-Eligible Expenses](#)

[Business, Travel and Hospitality Procedures](#)

History/Revision	
Origination Date	June 19, 2015
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