

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	B300 – 11PR Travel Expense (under policy B300 Supply of Goods and Services)	
CROSS REFERENCE:	B26 Hospitality and Alcohol C23 College Vehicles	
REVISED		
Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
	October 6, 2016	

SPECIFIC GUIDELINES

These guidelines apply to:

- Employees
- Contractors
- Members of the Board of Governors
- Members of the Advisory Committees
- Guest speakers
- Anyone else authorized by the Chief Financial Officer of Olds College

A rate chart is appended and updated from time to time. The guidelines which follow interpret the rate chart.

If a project/research, or donor/granting agency is externally funded and specifies expense requirements in the contract, then the contract requirements take precedence, however, where contracts do not address travel expenses, then college policy and procedures apply.

A Travel and Expense Payment can be submitted in the PeopleSoft Travel and Expense Module for the following:

- Per diem travel claims; and
- Reimbursements for Olds College expenses paid for by personally by the requester by means other than the Corporate Purchase Card.

A. Before you travel

1. You must have your supervisor's permission to travel for college business.
2. If you are using funds from a professional development committee, you must also have the committee's permission. For example, the faculty PD fund administered by the faculty PD committee.

B. If you need an advance

1. If travelling will require you to use a considerable amount of your own money, you may apply for an advance (see Travel Rate Chart).
2. College Business Services produces cheques twice a month only and needs a minimum of two weeks' notice before you need the funds to provide you with a cheque.

C. Expenses you may claim

You are responsible for using the College's resources wisely. Naturally, you may only claim for expenses you incurred while on college business. You are also expected to find the most economical way of travelling.

Transportation

1. Air, rail or bus fare and related taxes - with a receipt.
2. Taxi or limousine service to and from terminal and related taxes - with a receipt.
3. Vehicle rentals and related taxes, including a collision deductible waiver to protect you from being held responsible for damage - with a receipt.
4. Parking charges and related taxes - with a receipt.
5. Fuels, other fluids and emergency repairs for college vehicles (only if the fleet card is not available or does not work)- with a receipt. (When repairs seem extensive, please call for instructions from the Director of Facilities or designate first.)
6. Kilometre rates from your place of work to your destination and back, when using your own vehicle because college vehicles were unavailable - no receipt required.
7. Local and long distance telephone calls for business purposes - with a receipt.

Accommodation

1. A nightly allowance if you stayed in someone's home - no receipt required; or,
2. Hotel room charges and related taxes - with a receipt.

D. Expenses Which You May Not Claim

1. Alcoholic beverages (*Reference: Policy B26 Hospitality and Alcohol*)
2. Tobacco products
3. Hotel movie or "mini bar" charges
4. Meals if they are provided by the event or activity you are attending
5. Kilometre charges nor use of a college vehicle when on post-secondary course work
6. Course textbooks and materials except where they become college property and remain with and are required by your position
7. Cost of flight cancellation insurance
8. Cost of out-of-country medical insurance
9. Personal phone calls
10. Any expenses already paid by the college, e.g. meals included in conference fees
11. Generally, any other expenses not specifically covered under c. (Expenses You May Claim), except as approved by the Chief Financial Officer.

E. Filing a Travel Claim

1. All travel expenses and reimbursements must be submitted in the Travel and Expense module in PeopleSoft and approved by the Budget Owner of each expense.
2. All travel claims including per diems are paid in \$CAD
3. The processing of claims in the PeopleSoft Travel and Expense module requires that all documents supporting the travel and expense claims be scanned and attached to the claim so that online approvals can be completed by the business owners as well as the one-over-one approvers. A manual signature is not required as long as the appropriate documentation is scanned and attached in PeopleSoft. Claims processed outside of the PeopleSoft Travel and

Expense module will continue to require an approval signature to verify that the claim and supporting documents have been reviewed and approved. Claimants are still required to send in their expense claims and original receipts to Business Services prior to payments being released.

4. Receipts must be attached to travel claims in PeopleSoft as attachment to the claim form. Credit card receipts are not sufficient for accommodation and transportation; actual corporate receipts are required.
5. You may make an occasional error in filing a claim. If so, College Business Services will notify you of the change and process your claim under these policy guidelines.

Personal Travel Combined with Business Travel

When personal travel is combined with business travel, the employee will be reimbursed for only the business portion of the trip at the lowest available fare.

Where the allocation of business versus personal travel is not clearly evident, e.g. a multi-destination airline ticket where one or more of the destination is for personal travel, then an airfare quote for the “business portion only”, taken at the same time as the actual airline booking, should be provided to the approver. The airfare quote for the business portion of the trip will be the reimbursable amount, if this amount is lower.

Example:

A staff member plans to attend a conference in Toronto and, at the end of the conference, fly to Vancouver for some personal time off. When booking the travel arrangements, the staff member will:

(1) obtain a quote for the Calgary - Toronto - Calgary flight. This is the “business” portion of the trip and the portion that is reimbursable;

(2) book and provide a receipt for the travel arrangements for the Calgary-Toronto-Vancouver-Calgary flight segments.

When submitting the request for reimbursement, both the quote (1) and the receipt (2) are to be submitted together.

It is the responsibility of the approver to ensure that the quote and the actual invoice are comparable and represent the same booking conditions, i.e. both amounts were obtained on the same day, etc.

It is strongly recommended that travel arrangements where personal travel is combined with business travel are brought to the attention of the approver prior to booking the travel.

Personal Credit Card

Although it is preferred that an Olds College corporate visa is used for travel expenses, on occasions, a personal credit cards may be used to pay for travel-related expenses. Generally, incurrence of costs

would happen during the period of travel and therefore the expense reimbursement would be submitted upon completion of the trip.

Exceptions to this would include conference fees, which are normally payable prior to the travel, and the purchase of airline tickets.

All expense reimbursement claims must be completed in PeopleSoft along with supporting documentation.

Use of Personal Vehicle

It is recommended that a personally owned vehicle is used only for short journeys where this constitutes the most economical means of transportation or where either there is no suitable public transportation available, or where a vehicle from the Olds College Central Vehicle Pool is unavailable.

If a personally owned vehicle is used for longer journeys the mileage reimbursement is limited to the equivalent of least expensive mode of transportation to and from the destination.

Note: As per Policy C23 College Vehicles: If an employee has an accident while driving his/her personal vehicle on College business, the cost of the incurred expenses, including any litigation costs that could result, will not be covered by the College.

Hotel Expenses

Additional nights of lodging will not be covered beyond the need of the professional development or college business.

Parking Expenses

Parking costs will be covered for relevant professional development days or as required by college business. Additional parking costs will not be covered for days beyond the need of professional development or college business.

Timing of Expense Claims

Apart from the exceptions noted above, travel related expense claims must be submitted within 10 business days from the end of travel date inclusive of personal time off post business travel, if any.

OLDS COLLEGE
Travel Rate Chart
Effective October 6, 2016

ITEM	RATE	RECEIPT REQUIRED	COMMENTS
ADVANCES	75%	Form	\$200.00 minimum out of pocket costs
TRANSPORTATION			
Own Vehicle	\$.50 per km	No	If no college vehicle available
College Vehicle	Actuals	Yes	Fuel, fluids, emergency repairs
Vehicle Rental	Actuals	Yes	Including collision Deductible waiver
Air/Rail/Bus	Actuals	Yes	Including taxes, excluding flight insurance
Taxi/Limousine	Actuals + 15% gratuity	Yes	Most economical choice
Parking	Actuals	Yes	Parking charges up to \$12.75 without a
ACCOMMODATION			
Private Home	\$20.15/night	No	
Hotel	Actual	Yes	Room & taxes only Excluding movies and mini-bar
MEALS ALLOWANCE	The maximum meal allowance rates that can be claimed are as follows. Allowance		
Travel within Canada			
Breakfast	\$9.30	No	Includes 15% gratuity
Luncheon	\$11.60	No	Includes 15% gratuity
Dinner	\$20.75	No	Includes 15% gratuity
Total	\$41.65		
Travel within USA (USD)			
Breakfast	\$9.30	No	Includes 15% gratuity

Luncheon	\$11.60	No	Includes 15% gratuity
Dinner	\$20.75	No	Includes 15% gratuity
Total	\$41.65		
Travel outside North America			
Breakfast	\$20.00	No	Includes 15% gratuity
Luncheon	\$20.00	No	Includes 15% gratuity
Dinner	\$45.00	No	Includes 15% gratuity
Total	\$85.00		
Phone Calls	Actuals	Yes	Excludes personal calls (Business only)
Foreign Exchange	Actuals	Yes	If claiming actual rates on exchange

PERSONAL EXPENSE ALLOWANCE

A personal expense allowance of \$7.35 may be claimed for each twenty-four-hour period of travel.
A personal expense allowance of \$14.65 may be claimed for each twenty-four-hour period of travel for travel outside of North America.