

## TRAVEL EXPENSE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	F. Finance
<b>Parent Policy:</b>	F22
<b>Approval Date:</b>	January 2, 2024
<b>Effective Date:</b>	January 2, 2024
<b>Procedure Owner:</b>	Chief Financial Officer

### Overview:

Members of Olds College of Agriculture & Technology (the “College”) including employees, Board Members, contractors, students and others, may be required to travel in order to conduct business on behalf of the College.

This procedure provides a framework of accountability to guide effective oversight of the College’s resources in the reimbursement and payment of travel, meals, allowances and other related expenses.

The intent of the procedure is to ensure consistent, fair and reasonable practices for those who travel on behalf of the College.

Claimants should exercise moderation and good judgement with reference to travel expenses, consistent with the purpose of the trip. Expenses must be reasonable and defensible to an impartial observer.

Employees covered under the *Reform of Agencies, Boards, and Commissions Compensation Act* (RABCCA), have additional responsibility to ensure their expenses are aligned with the [Ministerial Order No. 06/2021](#) and [Regulation](#). Individuals paying for travel, meals, accommodations, and other related incidental expenses with a College issued corporate credit card, shall adhere to the rates and allowance requirements of this procedure insofar as possible.

### Procedures:

This procedure applies to anyone who travels on behalf of the College, including but not limited to:

- Employees
- Contractors
- Members of the Board of Governors
- Members of the Advisory Committees
- Students (excluding athletes, who have different criteria and rates)
- Guest speakers
- Anyone approved by an Executive Leadership Team member

The attached Travel Rate Chart will be reviewed annually or as updates are made to the Government of Alberta, Travel, Meal and Hospitality Expenses Policy.

Donor, grantor, funder or Alberta Regulation may require different criteria and standards for travel and related expenses than what is stated in this procedure. In these circumstances, the most stringent or economic standard will take precedence for travel expense claim rates.

If the total budget for a specific trip exceeds the third party funding available, the College's internal funding may be used to supplement the costs, provided it is within budget, and it is aligned with business objectives.

This procedure will apply to third party service providers, unless expressly covered in the terms and conditions of a contract.

### **Before Travelling**

The claimant must obtain supervisor and/or budget owner approval prior to travelling on behalf of the College. **Failure to seek pre-approval to travel could result in the traveller being personally responsible for some, or all, of the related expenses, at the discretion of the supervisor and/or budget owner.**

It is **recommended** that a Travel Agreement that documents the discussions and decisions made by the supervisor and/or budget owner and traveller is completed prior to making travel arrangements:

- Travel budget
- Source of funding
- Eligible and ineligible expenses
- Rationale for discretionary decisions
- If alternate hours of work are required, AUPE members should refer to the Collective Agreement

Refer to the [Sample Travel Agreement](#).

If travel is being covered by Faculty Professional Development funds, the appropriate Dean should be notified and approval should be sought from the Professional Development Committee for the anticipated expenses. Applications can be made here: [OCFA Professional Development Application](#).

If personally paying for travel costs upfront negatively impacts the claimant, and other methods of payment such as purchase order, or corporate credit card are not available, the claimant can apply for a travel advance. Please email [purchasing@oldscollege.ca](mailto:purchasing@oldscollege.ca) for assistance.

### **Dispute Resolution**

If there is a dispute between the traveller and supervisor and/or budget owner about the eligibility of a travel expense being charged or claimed, the Procedure Owner should be contacted for interpretation and resolution.

### **Travel Expense Categories**

1. Transportation
  - a. Travel by Air
  - b. Travel by Third Party Vehicle
  - c. Travel by College Fleet
  - d. Travel by Personal Vehicle
  - e. Travel by Car Rental

2. Parking
3. Traffic Infractions
4. Accommodations
5. Meal Allowances
6. Gratuities
7. Personal Allowances
8. Laundry
9. Medical Insurance
10. Foreign Exchange
11. Combining Personal Travel with Business Travel

1. Transportation

a. Travel By Air

Economy-class, Flex Ticket (or similar) air travel is permitted *unless* one of the below criteria are met, **and** the upgrade is supported by the division Executive Leadership Team member.

- i. There is a medical condition supported by a written physician's note that necessitates the upgraded travel class.
- ii. The upgraded class includes travel benefits that when all factors are considered, make it the most economical choice. Factors such as reduction or elimination of excess baggage fees, meals, accommodations, over-time, and recovery periods, are relevant, and should be well documented, to support the discretionary decision to upgrade.

Single baggage fees and the cost of transporting College material will be reimbursed. Excess baggage that is primarily personal belongings will not be reimbursed.

In-flight internet connection fees for entertainment purposes will not be reimbursed.

b. Travel By Third Party Vehicle

Travellers may claim the actual cost of:

- i. Hiring a taxi, airport shuttle, or equivalent, plus a gratuity, with a receipt.
- ii. Riding a bus, train, scooter, or bike rental as it relates to business transportation with a receipt, or an allowance without a receipt, is claimable. Refer to the Travel Rate Chart.

c. Travel By College Fleet

The College Vehicles policy and procedure should be read in conjunction with this procedure. In case of inconsistencies, the policy and procedure shall prevail on fleet vehicle usage. For liability insurance reasons, it is preferred if College fleet is used over personal vehicles for business travel.

College fleet vehicles are insured to travel within Canada and abroad. However, if travelling outside of Canada, the College Insurance Administrator must be notified. The cost of operating College fleet such as fuel, car wash, oil, basic maintenance, as necessary, can be claimed or charged to the corporate credit card assigned to the fleet vehicle used.

Major or emergent repairs to College fleet, whether off-campus (while travelling) or on-campus, must be coordinated with Facilities.

d. Travel By Personal Vehicle

Employees must ensure they have appropriate insurance coverage for occasional work-related travel, prior to using their personal vehicle for such purposes. Personally owned vehicles should only be used for short journeys, accessibility requirements or when more suitable means of transportation is unavailable.

If an employee has an accident while driving their personal vehicle for College business, they are responsible for all associated costs, including but not limited to repairs, personal liabilities and litigation.

Reimbursement for a personal vehicle is claimable up to the maximum value of the most economical mode of transportation to and from the destination. Supporting documentation may be requested, such as airline quotes.

Reimbursement involves two components:

- i. Daily Vehicle Allowance (if over 100 kilometers driven) and
- ii. Mileage

Refer to the Travel Rate Chart.

The starting point for mileage would be your normal place of work, however, this should be discussed and agreed to with your supervisor and/or budget owner. Mileage claims that seem exceptionally high for the destination may require supporting documentation, as requested by the supervisor and/or budget owner.

Refer to Questions and Answers for Travel Expense Claims.

e. Travel By Car Rental

Travellers should book car rentals in the name of Olds College of Agriculture & Technology, where possible, and request the "Government of Alberta Rate". The most economical vehicle class, considering cargo requirements, road / weather conditions and number of passengers is claimable. If the vehicle class is higher than mid-sized, the discretionary decision to upgrade should be well-documented and accompany the travel claim or corporate credit card reconciliation.

The College carries liability and collision insurance for car rentals, so it is not necessary to add additional liability insurance provided by the rental agency, when renting or driving vehicles **in Canada**. However, if you are renting or travelling **outside of Canada**, you are **required** to purchase the additional liability and collision insurance.

2. Parking

The actual cost of parking is reimbursable with a receipt or an allowance per the Travel Rate Chart without a receipt.

3. Traffic Infractions

In the event that a traveller receives a parking or traffic violation while driving for College business, whether it is a fleet vehicle, car rental or personal vehicle, the traveller is responsible for paying the violation personally and will not be reimbursed.

#### 4. Accommodations

Travellers must book accommodations that are reasonable and relative to the required destination and function. Accommodations for one night before and on the last night of the event is normally acceptable and claimable, provided the event start and end times warrant such logistics. Longer periods of stay may be considered where a recovery period is required due to a strenuous itinerary. Such arrangements should be pre-approved by the supervisor and/or budget owner, prior to booking.

Overnight accommodations may include a hotel, motel, guesthouse or other licensed facility. Amounts claimed are limited to the basic room charge, applicable taxes, standard cleaning fee and potable (bottled) water, if reasonable, considering the destination. Ineligible expenses include mini-bar charges and in-room entertainment, such as movies. Expenses must be supported by an itemized receipt.

A nightly allowance for private accommodations, such as staying with family or friends, is permitted and claimable without a receipt. Refer to the Travel Rate Chart.

Fines for violations such as smoking, having pets in the room, damage to property or missing items, are the responsibility of the traveller and they cannot be reimbursed or claimed.

#### 5. Meals

Travellers may claim meal allowances if they are away from their ordinary place of work for longer than the standard work day of 7.25 hours. Exceptions may be made by the supervisor and/or budget owner if they deem it would have been unreasonable for the employee to provide their own meals.

Travellers are encouraged to claim meal allowances, over actual meal expenses, in order to be aligned with the Alberta Government Travel and Meal Hospitality Expense Policy. RABCCA employees are legislatively required to follow this Regulation.

For travel within Canada, and if supported by the supervisor and/or budget owner in advance, actual meal expenses can be claimed or charged on a corporate card provided the total amount of meals for the trip does not exceed the recommended rates by the [National Joint Council](#) for the destination. Claims must be relative to the destination and follow the requirement of good judgement. Receipts must be provided.

If meals are provided as part of transportation fares, conference registration or hospitality, these meals cannot be additionally claimed as an allowance.

At discretion of the supervisor and/or budget owner, if travel is required for part of a day and logistics were such that it was unreasonable for the traveller to provide their own meal, an allowance may be available:

for **breakfast**, if the departure time is 7:30 a.m. or earlier or the arrival time is 7:30 a.m. or later, or

for **lunch**, if the departure time is 1:00 p.m. or earlier or the arrival time is 1:00 p.m. or later, or

for **dinner**, if the departure time is 6:30 p.m. or earlier or the arrival time is 6:30 p.m. or later.

For travel outside of Canada, actual meal expenses should be claimed or charged to the corporate credit card. The total value of meals must not exceed the recommended amounts for the destination provided by the [National Joint Council](#). Claims must be relative to the destination and follow the requirement of good judgement. Receipts must be provided.

The traveller, supervisor and/or budget owner are responsible for ensuring meal expenses are within the approved limits.

#### 6. Gratuities

Gratuities up to 20% of the total bill is allowable and claimable, in situations where it is customary to provide a tip, such as restaurants and taxi fare.

#### 7. Personal Allowances

For each overnight stay required for business travel, the traveller may claim a personal allowance without a receipt. Refer to the Travel Rate Chart. Domestic allowances will follow the Government of Alberta Rate. For travel outside of Canada, the traveller can claim the allowance recommended by the [National Joint Council](#).

#### 8. Laundry

If a traveller is required to stay for four or more consecutive nights, they may claim the cost of laundering or dry cleaning. An itemized receipt is required for dry cleaning or hotel laundry service. An allowance for self serve laundry costs will be claimable, for each four consecutive nights stay. Refer to the Travel Rate Chart.

#### 9. Medical Insurance

As the College already provides out-of-country medical insurance coverage, additional medical insurance is not normally reimbursable. However, this medical coverage is limited to a life-time maximum amount under our current plan. Therefore, if international travel is deemed a necessity to carry-out the core duties of the traveller's position and that international travel is expected to occur more than once per fiscal year, the supervisor and/or budget owner can make the discretionary decision to provide additional coverage. The discretionary decision should be well-documented and submitted with the expense claim or corporate credit card statement.

#### 10. Foreign Exchange

Reimbursement of foreign exchange transactions must have proof of the conversion rate to be reimbursed in Canadian funds. Documentation may include a credit card statement, or bank receipt, if cash in the foreign currency was required. If supporting documentation is not available, the expense will be reimbursed using an average exchange rate from the Bank of Canada, for the dates travelled.

#### 11. Combining Personal Travel with Business Travel

On occasion, travellers may request to combine personal travel with business travel, such as extending their stay after a conference.

In these circumstances, a **Travel Agreement** that provides clear distinction and evidence of the personal expenses and business expenses **must be completed** and **signed** by the traveller and supervisor and/or budget owner, **prior** to making such arrangements.

Personal travel expenses, or portions of, cannot be charged to a corporate credit card, or be claimed as a reimbursable expense.

Refer to the [Sample Travel Agreement](#) and to the Questions and Answers section for guidance.

#### Definitions:

**Allowance:** Is an amount that may be claimed without the requirement to provide receipts and is provided in lieu of claiming actual expenses.

**Arrival Time:** The time the traveller arrived back at their residence, or campus, whichever is most reasonable, in consideration of the purpose of the travel.

**Budget Owner:** The individual with authority to approve the expenditure and for who is taking responsibility for the oversight of the travel expenses.

**College Business:** Includes meetings, conferences, student events, training, personal or professional development (funded by College resources) and any other activity, where the traveller represents the College.

**Daily Vehicle Allowance:** An allowance for each day a traveller's private vehicle is used for College business, if the total trip exceeds 100 kilometers.

**Departure Time:** The time the traveller left their residence, or the campus, whichever is most reasonable, in consideration of the purpose and timing of the travel.

**Hospitality:** The activities for which the primary purpose is to host (entertain) non-employees, who are not otherwise engaged in work for the College, as a matter of courtesy or to facilitate College business.

**Insurance Administrator:** Refers to the position at the College responsible for insurance coverage, which resides with the Director, Business Services.

**Itemized Receipt:** The documentation that includes the following information about an item or service that was purchased: a) the name of the person who received the product or service (may be excluded on some receipts), b) the provider or vendor, c) a description of the product or service, and d) the cost of the items purchased, and applicable taxes. Itemized receipts may be in the form of an invoice, a cash register slip, an email confirmation or other documentation.

**National Joint Council:** A Council that promotes efficiency in the public service and the well-being of those employed in the Public Service by providing for regular consultation between the government as the employer and bargaining agents on behalf of employees who come under the jurisdiction of the *Public Service Labour Relations Act*.

	<p><b>Personal Expense Allowances:</b> Is an allowance for incidental expenses, such as personal items, that will make travelling more comfortable. Allowances are claimed in lieu of providing actual receipts.</p> <p><b>Reform of Agencies, Boards, and Commissions Compensation Act (RABCCA):</b> Regulation with the fundamental principle of fiscal prudence and red-tape reduction. Regulated positions include the President, their direct reports (Tier A), and Tier B, positions that report to Tier A.</p>
<b>Related Information:</b>	F12 Hospitality and Alcohol Policy C02 College Vehicles Policy
<b>Review Period:</b>	3 years
<b>Revision History:</b>	New: October 2016 Revised: September 2023 Revised: January 2024

### Travel Rate Chart

Revised January 2024

ITEM	RATE	RECEIPT REQUIRED	SUMMARY
<b>TRANSPORTATION</b>			
Travel by Air	Actuals	Yes	Economy class, Flex Ticket (or similar). Single baggage. Internet for entertainment, not permitted.
Travel by Third Party Vehicle Taxi/Airport Shuttle /Transportation App's	Actuals	Yes	Actual expenses plus gratuity.
Bus/Train/Scooter/Bike	Allowance \$12.75	No	\$12.75 allowance per entire trip (not per day) without a receipt.
College Fleet	Actuals	Yes	Fleet use is preferred over a personal vehicle. Fleet vehicles can drive out of province. If driving outside of Canada, please notify the College Insurance Administrator. Basic maintenance, if required, can be charged on fleet corporate credit card, or be claimed. For major repairs, contact Facilities.
Personal Vehicle	\$0.55 KM	No	The owner should ensure they have appropriate



	Plus - Daily Vehicle Allowance of \$10.25/day, if driven over 100 km's.		<p>insurance coverage.</p> <p>Use of a personal vehicle is appropriate if a fleet was unavailable or unreasonable.</p> <p>Mileage claims that exceed the expectation for the destination may require supporting documentation by the supervisor and/or budget owner.</p> <p>The maximum reimbursable amount is limited to the most economical route to the destination.</p> <p>Charges for personal operating costs cannot be claimed or charged to corporate credit cards.</p>
Car Rental	Actuals	Yes	<p>Mid-size class, permitted.</p> <p>If travelling in Canada, waive the additional liability and collision insurance.</p> <p>If you are renting or travelling outside of Canada, you are <b>required</b> to purchase the additional liability and collision.</p>

### PARKING AND TRAFFIC INFRACTIONS

Parking or traffic violations while driving for College business, whether it is a fleet vehicle, car rental or personal vehicle, is the responsibility of the driver and cannot be charged to a corporate credit card or reimbursed.

### ACCOMODATIONS

Private Home	\$20.15	No	
Hotel/Motel/ Guesthouse	Actual	Yes	<p>The night before, and the last night of the conference, is permitted.</p> <p>Basic room fee, taxes and standard cleaning fee, if part of the rental agreement, are permitted.</p> <p>Expenses for snacks and entertainment are not permitted.</p> <p>Potable water, when reasonable considering the destination, is permitted.</p> <p>Fines for smoking, pets or missing items, are the responsibility of the traveller.</p>

### MEALS ALLOWANCES

Preferred method when travelling within Canada

Breakfast	\$13.00	No	Includes gratuity
Luncheon	\$17.00	No	Includes gratuity

Dinner	\$27.00	No	Includes gratuity
Daily Total	\$57.00		

### MEALS RECEIPTED (in Canada)

Actual meal charges or claims must be pre-approved by the supervisor and/or budget owner and cannot exceed the National Joint Council recommendation for domestic travel within Canada. Receipts are required to support the expense.

### MEALS OUTSIDE OF CANADA

Actual meal expenses can be claimed or charged to the corporate credit card. The total value of meals must not exceed the recommended amounts for the destination provided by the [National Joint Council](#). Claims must be relative to the destination and follow the requirement of good judgement. Receipts must be provided.

### GRATUITIES

Gratuities up to 20% of the total bill is allowable and claimable, in situations where it is customary to provide a tip, such as restaurants and taxi fare.

### OTHER EXPENSES

Dry Cleaning / Hotel Laundered	Actuals	Yes	Claimable after 4 consecutive nights
Laundry (Self-Serve)	Allowance \$10.00	No	Claimable after each 4 consecutive nights i.e. 4 night stay \$10, 8 night stay \$20
Parking	Actuals	Yes	Parking charges up to \$12.75 without a receipt

### PERSONAL EXPENSE ALLOWANCE

A personal expense allowance of \$7.35 may be claimed for each overnight stay within Canada and as recommended by the National Joint Council for international destinations (incl. USA).

## Questions and Answers for Travel Expense Claims

Question	Answer
<b>Q1.</b> I don't have a corporate credit card, and I can't up front the travel costs of my work-related trip. What should I do?	<b>A1.</b> Please have your supervisor and/or budget owner contact purchasing at <a href="mailto:purchasing@oldscollege.ca">purchasing@oldscollege.ca</a> to find a solution.
<b>Q2.</b> I am travelling to Nova Scotia to present at a Student Services Conference. Is it reasonable to travel the day before, even though I can catch a red-eye, and get in the morning of?	<b>A2.</b> Yes, of course! It is reasonable for you to travel the day prior to the event and depending on your flight times, you may need to travel during your normal work day. We want you to be rested and ready to represent the College.
<b>Q3.</b> (See Q2 for context) The Conference ends at 4:00 p.m. and I can catch a flight home at 9:00 p.m., to avoid another nights stay. I think I can even be at work the next day. Is this reasonable?	<b>A3.</b> Yes, it is reasonable to either fly home that night and consider taking some rest from work the next day, with supervisor approval, or fly home the following day. AUPE Members should refer to their Collective Agreement.
<b>Q4.</b> (See Q2 for context) The Conference ends at noon, and I can catch a 4:00 p.m. flight home. Is this reasonable?	<b>A4.</b> Yes, it's reasonable to take the 4:00 p.m. flight home. You should discuss these logistics with your supervisor and/or budget owner before you book your flights. AUPE Members should refer to their Collective Agreement.
<b>Q5.</b> (See Q2 for Context) As part of the conference registration (\$1,500) meals are included, but I slept in for the breakfast buffet so I bought myself a sandwich and coffee at the Café. It was out of pocket, so I'd like to claim the meal allowance. Can I claim the allowance?	<b>A5.</b> No, the College has already paid once for you to eat a meal. It is your responsibility to make sure you arrive at the right time to eat. You are not entitled to claim an allowance.
<b>Q6.</b> (See Q5 for context) I missed the breakfast buffet so I bought a breakfast sandwich and coffee on my corporate credit card – that's not a big deal, is it?	<b>A6.</b> As your meal was paid for under the conference fees, the missed meal should be paid for by you personally and not the College. You should reimburse the College for this. Please contact Business Services regarding reimbursements to the College.
<b>Q7.</b> (See Q2 for context) I have allergies, dietary restrictions, food sensitivities or have religious beliefs that impact my diet. The food provider would not accommodate my dietary needs. I am more comfortable bringing my own food or going to the grocery store. Can I claim a meal allowance or grocery store receipts?	<b>A7.</b> Yes! Firstly, you should ask the Conference to adjust your fees accordingly, if they won't, don't worry, we support you. Please submit a request for an accommodation to Business Services. We don't need explicit details, just that you have dietary restrictions due to ( <i>insert reason here</i> ) and have it signed by your supervisor and/or budget owner. Submit the approved accommodation request with your expense claim.
<b>Q8.</b> (See Q2 for context) After the conference I went to my hotel room and raided the snacks in the mini-bar and rented a movie. Is it okay to charge it to the room?	<b>A8.</b> No, this should be paid for by you personally or reimbursed to the College. Please contact Business Services regarding reimbursements to the College.

<p><b>Q9.</b> I was in Edmonton for a conference and the hotel I was staying at was only 10 blocks away but as I sprained my foot down the escalator at the airport, I couldn't walk. I found this really cool scooter that I could rent to take the 10 blocks. It really helped and I didn't have to get a taxi. Can I claim this?</p>	<p><b>A9.</b> How resourceful. Sounds reasonable to me. Do you have a receipt for that? If yes, please submit it. If not, check the Travel Rate Chart for the allowance rate that you can claim without a receipt.</p>
<p><b>Q10.</b> I used my personal car to pick up some supplies for the department and I drove about 5 kilometers. I'd like to be reimbursed. Is that reasonable?</p>	<p><b>A10.</b> While it is reasonable to claim, it is not reasonable to reimburse you for short trips as you make them because of the work involved. One solution is to keep track of your personal travel on a quarterly basis, and submit for all the kilometers driven in the three month period. You and your supervisor and/or budget owner should come up with a reasonable way to track this.</p>
<p><b>Q11.</b> I live in Calgary and I am a Recruitment Officer for the College. I drove to some Calgary based schools for presentations and used my personal car. How many kilometers can I claim? Do I claim from my house, the campus or other?</p>	<p><b>A11.</b> There are multiple solutions that you should discuss with your supervisor and/or budget owner. If you lived in Olds, you probably would have taken a fleet and no kilometer allowance would have been expensed. Also, you saved a couple hours of work-time because of your location i.e. you were closer to the schools. There are many factors to consider. Acceptable solutions are a) taking the fleet vehicle home the night before if you were at campus the day before. b) compensating you for actual kilometers driven from your house and the daily allowance if you drove more than 100 kilometers. c) calculating the mileage claim from the campus. Whichever method is chosen, it should be consistent within your team i.e. the most common mileage is using your ordinary place of work as the starting point.</p>
<p><b>Q12.</b> I wanted to drive my personal vehicle to a conference in Halifax because I plan on staying to visit family/friends afterwards and I need my car for the personal portion of my travel.</p>	<p><b>A12.</b> You will need to get approval from your supervisor and/or budget owner prior to making these arrangements. If approved, you will need to determine the most economical route to Halifax. This is the maximum amount that you can be reimbursed for mileage. When making your claim, please attach the back-up documentation that you used to substantiate the most economical route, such as quotes for flights.</p>
<p><b>Q13.</b> I am travelling out of the country. What can I claim for meal expenses?</p>	<p><b>A13.</b> Actual meal expenses for out of country travel (outside of Canada) can be put on a corporate credit card or paid for personally. The total value of meals must not exceed the recommended amounts for the destination provided by the <a href="#">National Joint Council</a>. Claims must be relative to the destination and follow the requirement of good judgement. Receipts must be provided.</p>