



# CHAMPLAIN

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## REGIONAL COLLEGE

### **POLICY CONCERNING MEALS, LODGING AND TRAVEL EXPENSES**

This policy was adopted for the first time by Board of Governors' resolution number 1440 on February 19, 1993 and subsequently amended by resolution numbers:

232 (Executive Committee)	September 14, 1994
291 (Executive Committee)	September 30, 1997
346 (Executive Committee)	May 16, 2000
379 (Executive Committee)	October 10, 2001
439 (Executive Committee)	June 18, 2004
508 (Executive Committee)	May 14, 2008
584 (Executive Committee)	May 4, 2011

## ARTICLE 1 OBJECTIVES

**1.01** This policy's objectives are to:

- a) ensure that employees and board members are reimbursed fairly for reasonable expenses incurred during the course of their duties; and,
- b) ensure that the College's use of public funds is effective and appropriate.

## ARTICLE 2 JUSTIFICATION

- 2.01** Meal, travel, lodging and other related expenses are reimbursed by the College in connection with College business upon the presentation of an expense report accompanied by the appropriate receipts, and approved by the designated authority defined in article 1.07 of By-law 5.
- 2.02** Staff must make every effort to make the most economical use of all College resources by considering cost, time spent travelling, and convenience.
- 2.03** The nature and the reasons, by trip, for the expenses incurred must be clearly indicated on the expense report.
- 2.04** The request for expense reimbursement must include the following information:
- The purpose of the trip must be described in sufficient detail to allow the approver, accounting department and auditors to assess the relevancy to College business.
  - Dates and destinations (persons or organizations visited).
  - Details of expenditure receipts.
  - Attachment of all original receipts and proof of payment. In the rare circumstances where original receipts are missing, the claim for the item in question must be accompanied by a specific signed

authorization by the approver of the expense claim.

- Reference to any accountable advance related to the trip.

## ARTICLE 3 RATES

**3.01** All meal expense accounts must be accompanied by receipts. Meal costs, including taxes and tips, are reimbursed according to the following guidelines:

Breakfast	\$ 15.00
Lunch	\$ 20.00
Dinner	\$ 30.00

**3.02** When a private automobile is used, travel expenses are reimbursed at 45 cents per kilometre. An additional 8 cents applies when one or more passengers accompany the driver. In this case, the names of the passengers must appear on the expense report. For travel by taxi (only in urban areas), bus, train or rented car, the actual cost is reimbursed. Travel by air should be at the most economical rate available. The College will not reimburse business or first class travel. The actual airline ticket will serve as the receipt for reimbursement purposes.

The College is not responsible for damages to staff members' cars incurred while using the car for College business. The owner must therefore ensure that his/her personal automobile insurance is adequate.

**3.03** The cost of lodging at a hotel is reimbursed according to the following guidelines (before taxes);

Montreal	\$ 150.00
Quebec City	\$ 140.00
Elsewhere in Québec	\$ 125.00

**3.04** Lodging at the home of a relative or friend is reimbursed at \$40.00 per night and requires no receipt.

- 3.05** A maximum amount of \$ 10.00 per day may be claimed for miscellaneous expenses related to hotel lodging such as personal phone calls, snacks, and tips, and requires no receipts.
- 3.06** Reimbursement claimed for expenses in a foreign country must be reasonable considering the circumstances and the exchange rate.
- 3.07** Employees and Board Members who are regularly required to use their personal automobile for College business, and further, are required by their insurance company to increase their insurance coverage for business travel, will be reimbursed the differential in their premium on presentation of the appropriate supporting documentation.
- 3.08** Expense reports must be submitted in Canadian funds. For travel outside Canada, exchange rates used are those in force on the date of the expense.

#### **ARTICLE 4 ADVANCES**

- 4.01** Where necessary, a travel advance will be issued to staff who request one. Advances are provided for requests of \$500.00 or more when the amount of the advance is supported by a detailed breakdown of the intended usage. Advances will be limited to 80% of the amount requested. Advances may be obtained by completing a cheque requisition. No additional advance or reimbursement of any kind shall be made if settlement of a prior travel advance is outstanding.
- 4.02** All advances must be cleared by submitting an expense report to Accounting within 30 working days following the completion of a trip. If an amount is to be returned to the College, a personal cheque in the correct amount, payable to Champlain Regional College, must be attached to the expense report.

Travel advances may also be paid directly to a third party supplier, and are considered accountable advances on behalf of the staff member.

#### **ARTICLE 5 PROOF OF STAY**

- 5.01** For an overnight stay in a hotel or motel, the proof required is the room bill showing receipt of payment.
- 5.02** In the case of local and same day travel where proof of travel is not substantiated by a hotel bill, other evidence of proof of travel may be required.

#### **ARTICLE 6 ALLOWABLE DISTANCES**

- 6.01** Distances accepted as a basis for the calculation of mileage are listed below:

Sherbrooke - Quebec	240 km
Sherbrooke - Montreal/St. Lambert	160 km
Sherbrooke – Drummondville	80 km
Sherbrooke – Lennoxville	10 km
St. Lambert - Drummondville	105 km
St. Lambert - Quebec	255 km
Quebec - Drummondville	160 km

For all other travel, distances are measured from the applicable College location to the destination.

#### **ARTICLE 7 EXTERNAL RELATIONS**

- 7.01** Reasonable expenses will be reimbursed when incurred in the company of non-employees. Such expenses require the approval of the senior officer at the location involved and may be paid from the budget specifically allocated for external relations at that location.

#### **ARTICLE 8 EXCEPTIONS**

- 8.01** Only the Director General or the Director of Financial Services may authorize an exception to this policy, and in the case of a campus, the recommendation of the Campus Director is required.

Reimbursement of expenses does not, in itself, constitute ultimate approval. All transactions are subject to adjustments based on subsequent audits.

## **ARTICLE 9 FORM**

- 9.01** Meals, travel and lodging expenses shall be submitted for approval and reimbursement on the prescribed form within 30 working days following the date of the latest expense.

Travel expense reimbursements to individuals for an amount less than \$50.00 may be processed using Petty Cash funds. Receipt requirements still apply.

The expense report shall not be used to pay for salaries or honoraria.

- 9.02** Signature of the expense report by the appropriate authority indicates approval of the activity justifying reimbursement of the expenses.