



# Travel and Representation Expenses Policy



CEGEP ST. LAWRENCE



## Adoption and Revision History

<b>Board of Governors or Executive Committee</b>	<b>Date</b>	<b>Resolution Number</b>
Board of Governors	February 19, 1993	1440
Executive Committee	September 14, 1994	232
Executive Committee	September 30, 1997	291
Executive Committee	May 16, 2000	346
Executive Committee	October 10, 2001	379
Executive Committee	June 18, 2004	439
Executive Committee	May 14, 2008	508
Executive Committee	May 4, 2011	584
Board of Governors	June 14, 2013	2772
Board of Governors	January 31, 2018	3088

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## Article 1: General Provisions

### 1.1 Designation

This policy applies to all College employees and Board members for the reimbursement of reasonable travel and representation expenses incurred on behalf of the College.

### 1.2 Purpose

The purpose of this policy is to:

- Ensure that the College's use of public funds is effective and appropriate;
- Provide guidelines and procedures for the reimbursement of travel and representation expenses.

### 1.3 Definitions

Travel Expenses: Expenses incurred by a College employee or a Board member during the course of their duties (meals, accommodation, and transportation expenses).

Representation: Expenses incurred, by Directors, Board members, and where pre-authorized employees, while representing or promoting the College.

### 1.4 General Principles

- By signing a Travel Expense Report form, the claimant acknowledges that all expenditures incurred are related to the College business.
- The claimant and the designated authority, as defined in Bylaw 5 Concerning the Financial Management of the College, are responsible for ensuring that claims are in accordance with College policies.
- Personal expenses incurred by or on behalf of the claimant, his/her family or friends are not reimbursable.
- Travel expense cannot be reimbursed using Petty Cash funds.
- Employees must make an effort to make the most economical use of all College resources by considering cost, time spent travelling, risk, and convenience.
- Prior to incurring hotel and/or car rental expenses, Board members are encouraged to communicate with the Secretary General to obtain the College preferential rates.
- The Director of Financial Services has the authority and obligation to refuse claims that do not conform to this Policy. Only the Director General or the Director of Financial Services can authorize an exception to this Policy, with a valid reason. In the case of a campus, the recommendation of the Campus Director is required.

## Article 2: Advance

A travel advance, for a request of \$500 or more, can be issued if it respects the principles of *Travel and Representation Expenses Policy*. When a trip is completed, a Travel Expense Report must be submitted and any amount due to the College must be reimbursed.

## Article 3: Transportation Expenses

### 3.1 Private Automobile

- A private automobile may be used after consideration of all costs and time available.
- The College reimburses the kilometre and parking fees only. The kilometre allowance is intended to cover the cost of gas, repairs, and maintenance. The kilometre allowance is reimbursed as per the rates outlined in Appendix A.
- The College encourages carpooling. An additional allowance as per Appendix A is applied to the kilometre allowance when one or more passengers accompany the driver.
- A flat rate for travel is reimbursed for distances between locations as per Appendix B. For all other travel, distances are measured from the shorter distance between the claimant's place of residence and the applicable College location to the destination.
- Proof of travel must be submitted if the destination is not set out in this policy such as: conference or event registration form or agenda, parking, gas, and/or taxi receipts or a report describing the event and/or the purpose of the meeting.
- For employees who use a personal automobile for College business, the College is not responsible for damages. Therefore, the owner must ensure that his/her personal automobile insurance is adequate. The College reimburses the differential in their premium for employees who are authorized to use their vehicle on a regular basis on presentation of the appropriate supporting documentation.
- Fines for traffic violations of any kind are not reimbursable.

### 3.2 Car Rental, Bus, Train, and Air Transportation

- Car rental, bus, train, and air transportation should be used only after careful consideration of all costs involved and available time.
- Car rentals must be done through College Administration or the Campus Business Office to assure that College negotiated agreements with specific car rental companies apply.
- When renting a car, the College's name should appear on the rental contract and insurance should be purchased. The College shall pay for an intermediate class or smaller size vehicles only.
- The actual cost of a taxi (urban areas only), bus, train, or car rental is reimbursed with the appropriate supporting documentation.
- Air travel should be at the most economical rate available. The College does not reimburse business or first class travel.

## **Article 4: Accommodation Expenses**

- Expenses for accommodations, while travelling on College business, will be reimbursed as per the rates outlined in Appendix A.
- In circumstances where an event takes place at a venue selected by an external organization, the College will reimburse the rate established by the organization.
- A per diem allowance to cover lodging with a relative or friend may be used. The rate in effect is \$40.00 per night and does not require a receipt.
- A maximum amount of \$10.00 per day may be claimed for miscellaneous expenses related to hotel lodging such as snacks, and tips, and does not require receipt.

## **Article 5: Meal Expenses**

Expenses for meals on College business will be reimbursed as per the rates indicated in Appendix A.

## **Article 6: Representation Expenses**

Reasonable expenses, relative to the rates set out in this policy, will be reimbursed when incurred in the company of non-employees. Such expenses require the approval of the senior officer at the location involved.

## **Article 7: Procedures**

### **7.1 For reimbursement of expenses paid by an employee or a Board member**

- In order to be reimbursed, an employee or a Board member must complete a Travel Expense Report form, using the appropriate template and providing all official itemized receipts within thirty (30) working days following the date of the last expense. The receipt should itemize the purchase made including food and beverages consumed.
- For employees, the Travel Expense Report form must be approved by the designated authority defined in Bylaw 5 Concerning Financial Management of the College Article 4.2.3. Travel Expense Report from Board members must be approved by the Secretary General, the Chairman of the Board of Governors, and the Director of Finances.
- When a designated authority cannot approve Travel Expenses during his/her temporary absence, a written notice to the Director of Financial Services must be provided. The notice must indicate the name of the person to whom authority is delegated and the period of time for which delegation is valid, which normally should not exceed six weeks. The delegation should be assigned to a designated authority as approved by the individual's superior.
- All Travel and representation expenses will be reimbursed by Direct Deposit (see Appendix C & D).

## **7.2 For expenses paid by a Corporate Card**

- Requests for a Corporate Card must be made to the Director of Financial Services with the recommendation of the Campus Director, where applicable.
- A Travel Expense Report form must be submitted within ten (10) days after the credit card statement date, and approved in accordance with the procedure described in article 7.1.
- Credit card receipts must be accompanied by the original receipt for reimbursement.
- Personal expenses should not be charged to the corporate card. However, in the cases where a non-allowable expense has been charged to the corporate card, a personal cheque will be required to cover the expenses and must be attached to the Travel Expense Report form.
- Expenses exceeding per diem limits established in this policy are subject to review by the Director General or the Director of Financial Services as per section 4 of this policy, and the employee shall be called upon to reimburse any unauthorized expenses.

## **7.3 Information to be provided on the Travel Expenses Report form**

- For each travel or representation expense, the nature and the reason for the expense shall be described, as well as the dates, the destination, and the detail of the expense.
- For meals with guest(s), the number of guests and the names of the guest(s) must be provided.
- For expenditures paid in a currency other than Canadian dollar, Canadian equivalent must be indicated on the Travel Expense using the rates applied on the debit or credit card statement or on <http://www.oanda.com>.

## **Article 8: Annual review of rates**

Appendix A, which contains the rates applicable to this policy, will be reviewed and amended annually as required by the Executive Committee prior to May 31<sup>st</sup> for application to the next financial year.

## Appendix A: Travel Expenses Reimbursement Summary

<b><u>Nature of the Travel Expenses</u></b>	<b><u>Reimbursed Fees</u></b>	<b><u>Supporting Documentation</u></b>
<b>1. Transportation</b> a) Usage of personal vehicle b) Usage of personal vehicle with passengers c) Taxi, bus, rail and air d) Car rental e) Parking fees f) Insurance premium for College business	0.45\$ per kilometre  0.53\$ per kilometre Actual cost Actual cost Actual cost Differential charged by the insurance company	See article 3.1  See article 3.1 Receipt (taxi, bus, rail, air) Car rental invoice Parking receipt  Company invoice
<b>2. Meals (including taxes and tips)</b>	Maximum claim of:  Breakfast: \$20 Lunch: \$25 Dinner: \$40 Total for a 24-hour period: \$85	Original receipt
<b>3. Accommodations</b>  a) Hotel (without taxes and lodging tax)  b) Lodging with a relative or friend	Maximum claim of:  Montreal: \$160 Elsewhere: \$150  \$40	Hotel invoice  No receipt required

Proof of travel must be submitted if the destination is not set out in this policy such as: conference or event registration form or agenda, parking, gas, and/or taxis receipts or a report describing the event and/or the purpose of the meeting.



## Appendix B: Kilometres reimbursed between College locations

From/To	College Administration	Lennoxville	St. Lambert	St. Lawrence
College Administration	-	10	150	240
Lennoxville	10	-	160	250
St. Lambert	150	160	-	250
St. Lawrence	240	250	250	-
Drummondville	80	90	100	160

Source: Google map



## Appendix C: Authorization Form for Direct Deposit (English)

**INITIAL REQUEST:**

**PAYROLL**

I hereby authorize Champlain Regional College to deposit my paycheck directly to my bank account.

I would like to receive my paystub in:                      English                       French

**FINANCE**

I hereby authorize Champlain Regional College to deposit my travel expense and check requisition reimbursements directly to my bank account.

A message will be sent to your College email address to advise you that a deposit has been made to your bank account. If you would like to receive your messages to a different email address, please indicate it hereinafter:

\_\_\_\_\_.

**MODIFICATION OF BANKING INFORMATION:**

I hereby authorize Champlain Regional College to change my banking information for direct deposit purposes for  PAYROLL **and/or**  FINANCE (EXPENSES) to the account at the financial institution as indicated on the attached check specimen below, effective on \_\_\_\_\_.(date)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

ATTACH CHEQUE SPECIMEN HERE

**Please return this duly completed and signed form to Human Resources.**



## Appendix D: Authorization Form for Direct Deposit (French)

**DEMANDE INITIALE:**

**SERVICE DE LA PAIE**

J'autorise Champlain Regional College à déposer mon chèque de paie directement dans mon compte bancaire.

J'aimerais recevoir mon talon de paie en:                      anglais                       français

**FINANCES**

J'autorise Champlain Regional College à déposer mes remboursements de dépenses, de déplacement et de réquisitions de chèque directement dans mon compte bancaire.

Un message sera envoyé à votre adresse courriel du Collège pour vous aviser qu'un dépôt a été effectué dans votre compte bancaire. Si vous désirez recevoir vos messages à une autre adresse courriel, S.V.P. l'indiquer ci-après : \_\_\_\_\_.

**MODIFICATION COMPTE BANCAIRE:**

J'autorise Champlain Regional College à modifier mes coordonnées bancaires aux fins de dépôts directs pour  LE SERVICE DE LA PAIE **et/ou**  LE SERVICE DES FINANCES (DÉPENSES) au compte à l'institution financière indiqué sur le spécimen de chèque ci-dessous, en date du \_\_\_\_\_.(date)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Nom en lettres moulées

ATTACHEZ VOTRE SPÉCIMEN DE CHÈQUE ICI

**Veillez retourner ce formulaire dûment complété et signé au Service des ressources humaines.**