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**EXPENSES: TRAVEL**

<b>POLICY NUMBER</b>	<b>ADM 19-0</b>
<b>REVIEW DATE</b>	<b>OCTOBER, 2015</b>
<b>AUTHORITY</b>	<b>PRESIDENT'S COUNCIL</b>
<b>PRIMARY CONTACT</b>	<b>PRESIDENT AND VICE-CHANCELLOR</b>

**POLICY**

In order to support the University's activities and mission, the University will reimburse reasonable costs of travel activities incurred by members of faculty, staff and Board of Governors, provided the expenses comply with the Regulations set out below.

This policy applies to all University administered accounts, including operating funds, professional development funds, ancillary services, grants, research grants, contracts and other restricted accounts.

In determining the value for per diem allowances (meals, incidentals, non commercial accommodation) and kilometric rates, the published allowances and rates for Government of Canada (Treasury Board) and other Universities within British Columbia were reviewed.

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**REGULATIONS**

**I. Purpose**

1. To facilitate and support the University's mission and activities while maintaining controls for accountability in the use of public funds and external funding.
2. To state the principles by which travel expenses can be claimed for reimbursement.
3. To state the eligible travel expenditure categories,
4. To ensure that only documented and supported expenses related to travel are approved and reimbursed.

## II. Definitions

**“Reasonable Expenses”** – Expenditures that:

1. demonstrate prudence, good judgement, and due diligence; and
2. reflect moderation, and defensibility to an impartial observer.

**“Documentation”** - Receipts for expenses that have been approved by one administrative level higher than the person claiming reimbursement.

**“Per Diem”** a fixed allowance for which no receipts are required.

**“Kilometric rate”** – a fixed allowance per kilometre for the use of a personal vehicle which recognizes the expenses associated with operating a personal vehicle (e.g. gas, insurance repairs and maintenance, etc).

**“Incidental Expenses”** – includes expenditures for out of pocket expenses for gratuities, portage, etc.

**“Traveller”** – the member of faculty, staff or Board of Governors who is the claimant and is the individual who is travelling.

## III. Principles

1. Travel Expenses must:
  - a. relate directly to activities that arise from the performance of duties and responsibilities of the traveller incurring the expenditure;
  - b. be supported by appropriate documentation;
  - c. be within the traveller’s spending authority.
2. Travellers should be adequately reimbursed for travelling for the University and should not incur any financial hardship.
3. Travellers should not financially gain from the application of this Travel Policy.

## IV. Eligible Travel Expenditures

1. Meals - will be reimbursed on either a per diem allowance basis or for the actual cost of the meal.
  - a. Actual Cost

Reimbursement for meals will be limited to reasonable amounts and must be supported by an original receipt or a credit card voucher. Normally, the reimbursement for meals claimed on a receipt basis will not include any charges for alcoholic beverages.

b. Per Diem for Meals

Per diem allowances may be claimed. This allowance includes gratuities and taxes. The per diem allowance rates for meals (within Canada and internationally) are set out in Appendix A. Per diem for meals that have been provided by: airline, conference program (as part of the conference fee), hotel (as part of the hotel's room rate), host or any other provider will normally not be reimbursed.

2. Per Diem for Incidentals

Per diem allowances may be claimed. The per diem allowance rates for incidentals (within Canada and internationally) are set out in Appendix A.

3. Transportation

a. Air – Booking Flights

It is the responsibility of the traveller to obtain the most economical airfare available consistent with the purpose of the trip. Whenever possible, travellers should take advantage of discounts.

For travel involving less than nine hours in the air between two destinations, travel shall normally be in economy/coach class at the most economical rate.

For travel involving nine or more hours in the air between two destinations, business class travel may be approved in circumstances where:

- i. the employee is engaged in frequent overseas travel involving complex missions; or
- ii. there is an unavoidable requirement to engage in business related meetings on the day of arrival.

All business class travel must be detailed and recommended by the appropriate Dean/Director, and approved by the relevant Vice-President or by the President, prior to booking and payment for the air travel.

Employees returning from overseas missions, where jetlag is a factor, are encouraged to schedule one or two rest days (i.e. non-vacation days) upon their return.

b. Air - Cancellation

Travellers are to decline trip cancellation insurance. In the event that, after a flight is booked, the traveller cannot travel, he/she is required to cancel the flight in advance and request either a refund or credit towards another trip if the traveller travels frequently. The University will reimburse the traveller (for the non-refundable portion of the airline ticket) where cancellation has occurred prior to scheduled departure which is necessitated by:

- i. sickness, bodily injury or death of the traveller, or a member of the traveller's immediate family;
- ii. complications related to pregnancy of the traveller or the traveller's spouse;
- iii. the traveller being required to attend jury duty or being subpoenaed as a witness;
- iv. the unilateral cancellation of a business meeting by the person with whom the meeting had been arranged in advance;
- v. non-issue of a travel visa for reasons beyond the control of the traveller, other than late application; or
- vi. re-direction of activities by the University.

c. Private (Personal) Vehicles

Travellers will be reimbursed the kilometric rate for travel in private (personal) vehicles for University purposes. When the cost to rent a vehicle for a trip is less than the kilometric charge would be for the trip, the traveller should normally rent a vehicle. The kilometric rate is set out in Appendix A. When the kilometric charge for private vehicle travel would exceed the cost of economy airfare, parking and public transit/taxi/rental vehicle, the University will not normally reimburse more than the cost of economy airfare, parking and public transit/taxi/rental vehicle.

d. Private Vehicle Damage Reimbursement - \$500.00

Where a traveller's private vehicle is damaged while in use on University business, the University will reimburse the lesser of actual damage repair cost, or the traveller's vehicle insurance deductible, to a maximum of \$500.00 per occurrence. Repairs must be completed prior to submitting a claim. There will be no reimbursement for costs resulting from intentional damage, gross negligence or criminal conduct.

e. Car Rental

Car rentals are allowed where it is necessary to save time and reduce cost if justified as a business need and not as a matter of personal convenience. The University participates in the Provincial Corporate Supply Arrangement (CSA) and takes advantage of government negotiated rates for in-province vehicle rentals.

Information regarding vehicle rental procedures can be found at [http://www.tru.ca/finance/travelhandbook/ap\\_travel\\_hotel\\_vh.html](http://www.tru.ca/finance/travelhandbook/ap_travel_hotel_vh.html).

Corporate rates (domestic and international) are also available through the Canadian Association of University Business Officers (CAUBO) at [http://www.caubo.ca/supplier\\_contracts/car\\_rentals/](http://www.caubo.ca/supplier_contracts/car_rentals/).

## f. Car Rental Insurance

## i. Car rentals for travel originating in British Columbia

Travellers are directed to decline the Collision Damage Waiver (CDW) offered as this insurance coverage is included when a vehicle is rented under the CSA.

## ii. Car rentals - Out of Province and Non-CSA Vehicle Rental

When renting a car for pick up outside BC, or for pickup in locations in BC that do not have a CSA supplier, travellers are directed to:

- A. use, if possible, a national chain car rental supplier;
- B. purchase CDW and a minimum of \$2 million third party liability coverage; and
- C. not purchase personal injury/accident insurance or personal effect insurance.

Should a collision occur, it should be reported to the Office of the Vice-President, Administration and Finance for insurance administration.

Travellers should consider public transportation options and parking costs before renting a car.

## g. Other

Reasonable expenses for taxis, shuttles and public transportation to and from airports, meetings, etc. are reimbursable provided original receipts are provided.

Receipts for parking, road tolls and ferry transportation are reimbursable.

## 4. Accommodation

## a. Hotels (commercial accommodation)

Travellers should take advantage of government negotiated corporate rates under the CSA at <http://www.pss.gov.bc.ca/csa/categories/accommodation/search/> or the negotiated corporate rates by (CAUBO at [http://www.caubo.ca/supplier\\_contracts/hotels](http://www.caubo.ca/supplier_contracts/hotels)).

## b. Private (non- commercial accommodation) allowance

The per diem allowance (within Canada and internationally) at the rates set out in Appendix A is available for travellers who stay with friends, relatives, etc.

## 5. Dry Cleaning and Laundry

Normally when travelling for more than seven consecutive days, travellers may claim reasonable expenses for laundry and dry cleaning.

6. Loss of Personal Possessions - \$500 CDN

During business travel where a traveller incurs a loss of personal property which is pertinent to the performance of his/her duties, TRU may reimburse the lesser of the loss or the deductible portion of the traveller's insurance policy, up to a maximum of \$500 CDN. There will be no reimbursement for losses attributable to the negligent action of the traveller.

7. Actual Expenses of Hospitality/Hosted Events or attendance at a Hospitality/Hosted Event

When it is necessary to host clients, agents or others, the actual costs (receipts required) of the meals/hospitality will be reimbursed. Travellers are expected to use discretion in their hosting of events in accordance with Policy ADM 19-1: Expenses – Entertainment, Hosting, and Hospitality. When the hospitality includes the purchase of a meal for the traveller as part of the expenses for the entire event, the traveller is normally expected to deduct the suggested individual meal amount from their per diem claim. When travellers are hosted at events which include meals, they are normally expected to deduct the suggested individual meal amount from their per diem claim.

8. Child Care Expenses

Additional child care expenses (defined below) will be reimbursed to an employee where the employee is requested or required by the University to travel to attend:

- a. TRU endorsed education, training, or professional development activities; or
- b. TRU sponsored activities, which activities are not included in the normal duties of the employee's job and are normally outside their geographic location.

Reimbursement will only apply when there is no one else at the employee's home who can provide childcare. "Additional" child care expenses mean those child care expenses over and above those expenses normally incurred while the employee is at work from day to day. The intention is not to reimburse for normal childcare expenses incurred during normal work hours even though the employee may be out of town.

Where expenses for Additional child care expenses may be claimed, reimbursement will be up to \$50 per day upon production of a receipt. The original receipt must be a signed statement indicating the date(s) being charged, the hourly rate of pay, the total hours of care provided, the caregiver/agency and the total amount charged. This is not considered a taxable benefit, rather a reimbursement of reasonable travelling expenses of the employee.

9. Combined Personal and Business Travel

Travellers must provide details of the itinerary of the business and personal portion of the trip when submitting expense claims.

- a. Travellers may only be reimbursed for the business travel elements of the trip. Documentation of the most economical transportation costs for the business elements of

the travel must be provided when submitting travel claims where business and personal travel are combined.

- b. Per Diem allowances will only be paid, and expenses incurred reimbursed, for those portion of the travel directly associated with TRU related business or activities.
- c. Notwithstanding (a) and (b) above, TRU will reimburse the additional accommodation and per diem allowance when it can be demonstrated staying over additional nights significantly reduced the airfare and the overall travel costs to TRU.

#### 10. Other Expenses

Claimants will be reimbursed for the following expenses which are directly related to travel outside of Canada: cost of visas and passports, inoculations, service fees for travellers' cheques, preventative medicine, e.g., malaria tablets, care rental insurance, additional baggage insurance, ground transportation, premiums for additional medical insurance to provide coverage equivalent to that available in the Province under the BC medical Plan, and similar directly related travel costs.

**Appendix A**  
**Per Diem Allowance and Kilometric Rates**

**Within Canada**

Meal Per Diem Allowance:	\$60.00 per day  Suggested allowances for individual meals: Breakfast \$12, Lunch \$18, Dinner \$30.
Incidental Allowance:	\$10.00 per day
Accommodation - Private (non-commercial) allowance	\$40.00 per day
Kilometric rate:	\$0.50 per km. This rate applies to travel on paved or gravel roads.
Fixed Kilometric Rates:	To facilitate travel claims processing and ease employee tracking the number of kilometres, the following fixed kilometric rates will apply.

Location	Flat Rate (return)
From the Kamloops campus to:	
Kelowna	\$140.00
Lillooet	\$140.00
Nanaimo	\$350.00 *
100 Mile House	\$170.00
Vancouver	\$350.00
Victoria	\$350.00 *
Williams Lake	\$260.00
From the Williams Lake Campus to:	
Kamloops	\$260.00
100 Mile House	\$ 90.00
Nanaimo	\$495.00 *
Vancouver	\$495.00
Victoria	\$495.00 *

\* Receipts for ferry transportation are reimbursable and are not part of the fixed kilometric rate.



**International**

Meal Per Diem Allowance:	\$70.00 US per day  Suggested allowances for individual meals: Breakfast \$15 US, Lunch \$20 US, Dinner \$35 US.
Incidental Allowance:	\$10.00 U.S. per day
Accommodation - Private (non-commercial) allowance	\$40.00 US per day
Kilometric rate:	\$0.50 US per km. This rate applies to travel on paved or gravel roads.