







- 5.5. Travelers may be reimbursed for the cost of meals either by submitting itemized receipts for actual meal costs or by claiming meal per diems up to the daily maximum value.
- 5.6.

- 6.5. Travelers are discouraged from using personal loyalty points (e.g. Aeroplan, Air Miles) to book College travel. However, should the traveler choose to do so, the traveler will not be reimbursed for the equivalent cost. The College will reimburse for amounts actually paid by the traveler.

#### **PRIVATE VEHICLES**

- 6.6. Kilometres will be reimbursed to the traveler who incurred the expense and will be reimbursed as per the respective collective agreement or the Kilometre Reimbursement Policy. Reimbursement for kilometres will not exceed the cost of an economy airfare and other related transportation costs.

- 6.7. The traveler must submit a Kilometre Log (<http://www.okanagan.bc.ca/Asset28155.aspx>) for reimbursement of kilometre expenses.

- 6.8. The traveler is responsible for ensuring that the vehicle has the appropriate business use insurance documentation.

- 6.9. An employee who is required to travel in excess of six days per month between College centres, campuses, or locations on College business shall, subject to the prior approval of his/her supervisor, be reimbursed, upon presentation of appropriate receipts and documents, 100% of the annual incremental cost, prorated for the term of the appointment, of the Insurance Corporation of British Columbia Class 007 (Business) premium that is over and above that for Class 002 (Drive to Work or School) or 003 (Drive to Work or School under 15k), whichever is appropriate. Such reimbursement shall be limited to one vehicle per employee and it is the employee's responsibility to purchase Class 007 vehicle insurance when necessary. If the College so reimburses the employee, the employee shall normally use his/her personal motor vehicle for travel on College business requiring a motor vehicle.

- 6.10. If the vehicle is insured for Class 002 (to and from work over 15km) there is no rate difference to Class 007.

- 6.11. All costs incurred by a travel1.0i G[A]4(l)5(l)5( )/612 2 0 612 792 reW\*nBT/F1 11.04 Tf1 0 0 1 13

- 6.14. All rentals should be for non-luxury, intermediate size or smaller cars, unless four or more people are travelling together, in which case a larger vehicle is permitted. Reimbursable expenses include the rental fee, the km/mileage charge by the car rental agency and fuel charges. Only College business-related kilometer charges will be reimbursed.
- 6.15. It is the responsibility of the traveler to ensure appropriate insurance coverage is in place on vehicle rentals, for example, if someone other than the traveler operates the vehicle.
- 6.16. Rental companies do not provide full collision and comprehensive insurance for their vehicles as part of the basic rental rate. The College Travel VISA includes Auto Rental Collision/Loss Damage Insurance for cars, SUVs and mini-vans only. Vans, trucks, and other vehicles are not included. When the traveler uses the College Travel VISA, the traveler should decline the “CDW” or “LDW” protection offered by the rental car company at the time of check in.

#### **OTHER TRANSPORTATION EXPENSES**

- 6.17. Reasonable expenditures for parking, road tolls, ferries, taxis and public transportation to and from airports, railway stations, between appointments, hotel locations and meeting places are reimbursable.

### **7.0 Other Reimbursable and Non-Reimbursable Expenses**

#### **REIMBURSABLE EXPENSES**

- 7.1. Reimbursable expenses include the following:
  - a) Voice and data communication charges to stay in touch with the College and to allow the traveler to stay in reasonable contact with their immediate family. Whenever possible, VOIP (such as SKYPE) phone service should be used for international phone charges. If this is not available, then one reasonable personal call per day is permitted when travelling internationally;
  - b) Internet charge in a hotel. This cost should be billed directly to the traveler’s hotel room;
  - c) Airline seat reservation charge;
  - d) Required baggage (excluding excess personal baggage) and storage charges;
  - e) Airline flight cancellation insurance cost (if purchased);
  - f) Necessary laundry expenses after 5 consecutive nights of domestic travel. The cost for laundry expenses are included in the incidentals amount for international travel;
  - g) Reasonable gratuities up to 15% (the per diem amount for meals includes the gratuity and taxes; amounts in collective agreements include gratuity and taxes);

- h) Travel visas or other related costs (excluding passports); and
- i) Exchange rate expenses. Exchange rates for international travel should be calculated using Thomas Cook's website [www.oanda.com](http://www.oanda.com) choosing the (+4%) typical cash option.

#### **NON-REIMBURSABLE EXPENSES**

##### 7.2. Non-reimbursable expenses including the following:

- a) Costs for passports;
- b) If a personal credit card is used, interest charges on outstanding credit card balances or banking fees;
- c) Insured losses to personal vehicles, including the deductible;
- d) Parking fines, traffic fines, car washes or vehicle detailing;
- e) Personal expenses such as accident and life insurance, movies and mini bar charges;
- f) Expenses for failure to cancel transportation or hotel reservations;
- g) Roadstar coverage, BCAA and other similar plans for a traveler's private vehicle;
- h) Excess personal baggage; and
- i) Child, dependent person or pet care costs while away on College travel.

#### 8.0 **Methods of Payment & Travel Advance**

##### 8.1 Okanagan College Travel VISA Credit Card:

- a) If the traveler has an Okanagan College Travel VISA credit card ("College Travel VISA"), this must be the method of payment, where accepted, for all travel expenses;
- b) The Travel Approval Form, if applicable, must be attached to the College Travel VISA statement when submitted to the Finance Department;
- c) The traveler must submit his/her Professional Development Application Form, if applicable, with the signed College Travel VISA statement; and
- d) Unauthorized expenses inadvertently charged to the College Travel VISA, must be reimbursed by the employee to the College on or before the date the statement is due to be returned to Financial Services.





- b) If a traveler is missing a receipt for any other type of expense that was paid by cash, a reimbursement cannot be claimed;
  - c) When a travel expense receipt or an itemized meal receipt is missing and a duplicate cannot be obtained, the traveler must submit the Declaration Form for Lost/Missing Receipts signed by the traveler and the traveler's Supervisor, along with some type of proof of payment (i.e. credit card statement, etc.); and
  - d) A traveler is expected to provide receipts, therefore the traveler's use of this form will be on a very limited basis. Declaration Form: Lost/Missing Receipts (<http://www.okanagan.bc.ca/Asset35549.aspx>).
- 9.4 If a traveler requires special travel arrangements that vary from this policy, those arrangements must be detailed and approved on the Travel Approval Form. An example of special arrangements may include staying an additional night for accommodation costs to achieve a greater savings on airfare or overall



**Appendix A Forms**

- 1) Travel Approval Form – <http://www.okanagan.bc.ca/Asset1497.aspx>
- 2) Expense Claim Form - <http://www.okanagan.bc.ca/Asset1483.aspx>
- 3) Kilometre Log Form - <http://www.okanagan.bc.ca/Asset28155.aspx>
- 4) Lost/Missing Receipt Form - <http://www.okanagan.bc.ca/Asset35549.aspx>
- 5) Professional Development Application –  
<http://www.okanagan.bc.ca/Asset1542.aspx>  
<http://www.okanagan.bc.ca/Asset5116.aspx>  
<http://www.okanagan.bc.ca/Asset1923.aspx>  
<http://www.okanagan.bc.ca/Asset20087.aspx>  
<http://www.okanagan.bc.ca/Asset20083.aspx>  
<http://www.okanagan.bc.ca/Asset20084.aspx>  
<http://www.okanagan.bc.ca/Asset20085.aspx>
- 6) Grant-in-Aid Form – <http://www.okanagan.bc.ca/Asset5009.aspx>
- 7) Non-Employee Expense Reimbursement Form -  
<http://www.okanagan.bc.ca/Asset18786.aspx>