



British Columbia Institute of Technology

Travel Policy

Policy No.	2005
Category	Financial Services
Approving Body	President's Executive Council
Executive Div.	Chief Financial Officer
Department Resp.	Financial Services
Most Recent Revision:	2006 February 21

Policy Statement

The Institute will reimburse travel and business expenses incurred for authorized Institute business by board members, employees and students of the Institute. The reimbursement request must be based upon reasonable and accountable out-of-pocket expenses necessarily incurred during the duration of the authorized travel.

This policy and the Travel Policy Procedures apply to all employees of the Institute. Where there is a conflict between a provision in an employee's collective agreement and the policy and procedures, provision of the collective agreement will apply unless otherwise agreed to between the institute and the union that is party to the collective agreement.

Purpose of Policy

To receive reimbursement, employees must follow the procedures outlined in the accompanying Travel Policy Procedures document.

The administration of this policy rests with the department or unit authorizing the travel.

In case of bargaining unit employees, certain qualifying expenses may be reimbursed at rates different from those specified in the Travel Policy Procedures.

Who Should Know About This Policy

BCIT Administrators
BCIT Faculty
BCIT Staff
Board Members
Students



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Authorization

One-up approval is required for all requests to travel. All out-of-Canada travel must comply with the requirements outlined in BCIT Policy #7502 BCIT International Travel – Risk and Security.

Transportation

All out-of-Canada travel must be pre-approved according to BCIT #7502 BCIT International Travel – Risk and Security.

Air Travel

The BCIT contracted travel agent must be used for all air travel except in the following circumstances:

- a. due to requirements of externally funded projects, which may have restrictions for reimbursement claims, or
- b. due to a limitation of services that the BCIT contracted travel agent is capable of providing in a country where BCIT has essential business, such as China. Where a non-BCIT contracted travel agent is used, an updated itinerary must be provided to



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the relevant departments; Safety and Security, International Business Services, as well as Financial Services to ensure the institute is kept fully informed of the location of personnel.

Air travel will be reimbursed at actual cost not to exceed the cost of full economy air fare, travelling by the most direct route. Business class may be allowed for flights in excess of eight (8) hours air time. In all other circumstances, written approval of the appropriate Vice President is required to travel Business/First class.

Original tickets or e-tickets, when received, itinerary, boarding passes and indications of method of payment must accompany the claim for reimbursement.

Automobile

Personal Automobile:

Travel by personal automobile is permissible where there is a time/cost benefit over public transportation. Reimbursement will be at the kilometer rate noted in the accompanying procedures. Kilometers travelled will commence at the employees' regular work site. A mileage log must accompany a claim for reimbursement. Employees who use their private vehicle on an on-going basis for BCIT business must obtain the appropriate insurance coverage for their vehicle. No other expenses associated with the use of personal vehicle will be accepted. These include, but are not limited to, insurance, insurance deductibles, repairs and maintenance. Use of personal vehicle for out-of-town travel must be approved in advance by the individual's supervisor.

Rental Vehicle:

BCIT will reimburse the cost of vehicle rental plus associated gas and insurance for those circumstances where there is a cost/time benefit over public transportation.

Miscellaneous Transportation Expenses

Other methods of travel such as rail, bus, helicopter or boat may be used where economical and safe. Travel by private boat, private plane and private helicopter is disallowed.

Road tolls, taxis, parking, ferries, airport transportation, and short-term airport parking are reimbursable.

Fines related to parking and traffic infractions shall not be reimbursed and are the responsibility of the employee.



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Accommodation

Hotel

In many instances, BCIT is eligible for discounted hotel rates. Employees are encouraged to obtain these rates whenever possible. Full reimbursement for room costs will be made for suitable accommodation to a maximum of the single occupancy rate. Hotel reservations, including contact information must be provided on an itinerary to ensure the institute is kept fully informed of the location of personnel.

Private Accommodation

Employees who make private arrangements for accommodations are allowed a per night allowance with no requirement for receipts. The rate is noted in the procedures.

Per Diem

Employees are eligible for a daily per diem to cover meal costs and incidental expenses while on travel status, or they may be reimbursed for their daily meals and eligible incidental expenses by submitting detailed/itemized receipts. Either method may be used but only one method can be applied for a trip. Payment receipts (payment stubs) will not be accepted for reimbursement purposes.

The allowance must be adjusted for any meals provided by others (e.g. business associate, seminar/convention). In special circumstances, a receipt may be accepted in lieu of a claim for the meal (breakfast, lunch or dinner) allowance.

The following per diem rates apply:

Government of Canada Treasury Board rates for travel and business expenses will apply to any day or partial day of travel. When traveling outside of Canada, these amounts are to be converted to Canadian dollars by either a documented rate such as the rate charged on a credit card bill, a currency exchange document obtained while travelling or through the use of the web site as stated in the procedures.

Other Expenses

BCIT will reimburse expenses incurred in the course of doing business. Certain entertainment and gift purchases, rentals (room and/or equipment), telephone, courier, internet, postage, etc. qualify for reimbursement. Certain expenditures do not qualify for reimbursement and are listed in the procedures. Expenses must be evidenced by original receipts and be authorized, and when required (e.g. entertainment expense, gifts),



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written explanations for the purchase and the name(s) of the person(s) entertained must be provided. The maximum allowable amount per individual is set out in the procedures. Employees must comply with other policies as they relate to the purchase of goods and services. In the majority of the cases the cost of alcoholic beverages will not be paid. Purchases made or expenses incurred that are not addressed by existing institute policies may be claimed if they are necessary and reasonable and are incurred in the direct pursuit of institute business.

Expenses in this category which are recoverable under third-party agreements must comply with this policy unless specially indicated otherwise by the funding agency.

Insurance

General Liability Insurance (excluding auto)

Any employee, student or other person carrying out activities authorized by BCIT is protected by the institute's general liability insurance policy.

Business Insurance for Private Automobiles

Employees who use their private vehicles for BCIT business must obtain appropriate automobile insurance. BCIT shall not be liable for any costs arising from an employee's failure to obtain the correct insurance coverage.

Travel and Extended Health

The institute provides medical and travel insurance coverage for its employees. However, the employee must inform themselves of the travel insurance coverage provided by our contractor prior to travelling to ensure the adequacy of coverage. Employees may, at their own cost, purchase additional insurance coverage.

BCIT has negotiated a variety of fees with its air travel provider therefore cancellation insurance is not a reimbursable expense.

Advances

Employees may request cash advances on the prescribed form prior to travel. The request must be approved by an authorizing officer and submitted to the Financial Services Department as set out in the procedures.



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Amendment History

Effective Date of Policy	1987 October 01
Revision 1	1997 December 01
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