
Travel

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Category:	Financial Services
Approving Body:	Leadership Team
Executive Division	Vice President Finance and Administration Services
Department Responsible	Financial Services
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Policy Statement

BCIT reimburses travel and business expenses incurred for authorized Institute business by Board of Governors members, employees, and students during travel. The Institute strives to ensure effective travel management and administration and expects travel funds to be used in the most economic, efficient means possible.

BCIT complies with legislative requirements, the Province of B.C.'s Taxpayer Accountability Principles, and Generally Accepted Accounting Principles ("GAAP"), and the travel policy reflects these requirements.

Where there is a conflict between a provision in an employee's collective agreement and this policy; its associated Procedure 2005-PR1, Travel Arrangements and Expense Claim; or its associated Guideline 2005-GU-1, Travel and Per Diem Rates, the provision of the collective agreement will apply unless otherwise agreed to by the Institute and the union that is party to the collective agreement.

Infractions or deviations from this policy may result in disciplinary actions against the employee submitting the claim and their approving manager.

Purpose of Policy

The purpose of this policy is to:

1. Define the responsibilities of BCIT employees, Board of Governors members, and students ("travellers") in making travel arrangements, incurring business expenses while travelling, and making expense claims
2. Define the responsibilities of designated signing authorities in the travel and travel claim approval process
3. Ensure effective management and administration of travel and professional development claims, and promote economy and efficiency in the use of BCIT funds.
4. Support BCIT's commitment to make travel choices that mitigate the production of greenhouse gas emissions.
5. Establish standards to ensure:
 - a) Travel expenses are proper, reasonable and necessary
 - b) Accountability for travel and professional development claim requests and approvals
 - c) Provision and promotion of alternatives to travel to carry out BCIT business

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Who This Policy Applies To

This policy applies to BCIT employees, students, and Board of Governors members.

Related Documents and Legislation

BCIT policies and guidelines:

- Policy 7140, Travel – Risk and Security
- Hospitality and Employee Appreciation Guidelines

Collective Agreements:

- FSA Collective Agreement
- BCGEU Vocational Instructors Collective Agreement
- BCGEU Support Staff Collective Agreement

Other:

- Province of B.C. Taxpayer Accountability Principles
- Memorandum of Agreement (09FSA40) between the BCIT Faculty and Staff Association and the British Columbia Institute of Technology

Definitions

designated signing authority: the person in a department or school with the authority to approve expenditures for a specified product, service, or other expense; for the 10.3 PD Fund, the signing authority is the Committee Chair or Coordinator.

payment voucher: a document that indicates the method of payment, but which may not itemize the purchases. For example: the credit card voucher with the signature of the card holder, or the credit card statement showing date, vendor, and purchase cost.

receipt: a document indicating that a specified sum of money has been received as an exchange for specifically itemized goods or services showing date, item(s), cost, taxes if applicable, method of payment (i.e., credit card, cash, debit card, cheque) and vendor name. In some instances, alternate documentation will suffice as evidence of the transaction. This may include a monthly detailed statement (e.g., toll charges, internet).

General

Travel allowances, reimbursement rates and limits are established by Treasury Board for both travel within Canada and the US as well as for International travel.

Travel policy applies to all travel costs whether they are funded by BCIT, or recovered from outside parties. In circumstances where BCIT seeks reimbursement from another agency or organization for travel expenses incurred by BCIT employees, Board of Governors members or BCIT students, the expenses will be reimbursed in accordance with BCIT's travel policy and rates.

Duties and Responsibilities

Claimant

BCIT employees, Board of Governors members, and students who travel on Institute business are responsible for:

- Obtaining pre-approval for all travel requests outside of British Columbia using the Request for Approval to Travel form (FIN-23) as described in Procedure 2005-PR1.
- Using BCIT's contracted travel agent for air travel
- Complying with the requirements in BCIT Policy 7140, Travel – Risk and Security
- Certifying that any expense claim submitted is correct, complete, and in compliance with the requirements in BCIT Procedure 2005-PR1, Travel and Professional Development Expense Claim
- Collecting and retaining original receipts and payment vouchers to support the travel expense claim including conference schedule/itinerary
- Obtaining approval on the Travel Expense Claim form (FIN-21) from their designated signing authority

Designated Signing Authorities

Designated signing authorities are responsible for:

- Providing approval for all travel requests outside of British Columbia before expenses are incurred using form FIN-23 Request for Approval to Travel
- Ensuring that travel requests and travel expense claims are for business purposes, are appropriate and economically prudent and comply with policy before providing approval
- Ensure that requests and claims for Professional Development comply with related policies, procedures and guidelines

Director of Safety Security and Emergency Management

- The Director of Safety Security and Emergency Management is responsible for:
- Reviewing requests for travel and forwarding approved requests to Financial Services with one copy returned to the traveller

Duties and Responsibilities

- Maintaining awareness of the travel location of employees, Board of Governor members and students travelling
- Additional related responsibilities as designated in Policy 7140, Travel – Risk and Security.

Procedures Associated With This Policy

Procedure 2005-PR1, Travel Arrangements and Expense Claim
Guideline 2005-GU1, Travel and Per Diem Rates

Forms Associated With This Policy

See forms listed in Procedure 2005-PR1.

Amendment History

1. Created	1987 Oct 01
2. Revision 1	1997 Dec 01
3. Revision 2	1998 Jun 15
4. Revision 3	1999 Jan 01
5. Revision 4	2000 Oct 12
6. Revision 6	2007 Feb 21
7. Revision 7	2015 Feb 12
8. Revision 9	2017 April 27

Scheduled Review Date

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