



Travel and Professional Development Expense Reimbursement

Policy No.:	2005
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 expects employees to arrange travel in a cost-effective manner. Travel should be avoided where cost efficient alternatives are appropriate and available. Ideally, a single employee will attend any conference or event and then share his/her experience with colleagues.

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:

- 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
- Define the responsibilities of designated signing authorities in the travel and travel claim approval process

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Application of this Policy

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

Related Documents and Legislation

BCIT policies:

- 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

Fraser Valley: the area defined as the Member Municipalities according to the map issued by the Fraser Valley Regional District (includes Abbotsford, Chilliwack, Harrison Hot Springs, Hope, Kent, and Mission)
<http://www.fvrd.ca/EN/main/about-the-fvrd/member-municipalities.html>

Metro Vancouver: the area defined according to the map issued by Metro Vancouver
<http://www.metrovancouver.org/services/regional-planning/PlanningPublications/Map1.pdf>

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) and vendor name.

Duties and Responsibilities

Travellers

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 Metro Vancouver and the Fraser Valley 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
- Complying with the requirements in BCIT Procedure 2005-PR1 Travel Expense Claim
- Collecting and retaining original receipts and payment vouchers to support the travel expense claim, including conference schedule/itinerary
- Obtaining approval of the Travel & Professional Development Expense Claim form (FIN-21) from their Designated Signing Authority
- Submitting the approved Travel Expense Claim form to Financial Services along with the Request for Approval to Travel form if the travel was outside of Metro Vancouver and the Fraser Valley

Designated Signing Authorities

Designated signing authorities are responsible for:

- Providing pre-approval for all travel requests outside of Metro Vancouver and the Fraser Valley using form FIN-23 Request for Approval to Travel
- Approving all travel expense claims
- Ensuring that travel requests and travel expense claims are appropriate and economically prudent and that actual costs are in line with the pre-approved estimated costs
- Knowing the intended location and duration of the employee's, Board of Governors member's, and students travel

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
- 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.

Special Situations

None

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 5 | 2003 Jul 02 |
| 7. Revision 6 | 2007 Feb 21 |
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| 9. Revision 8 | 2016 Jan 12 |

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