

**Travel and Professional
Development Expense Claim**

Procedure No:	2005-PR1
Version:	10
Policy Reference:	2005
Category:	Finance and Supply Management
Approving Body:	Board of Governors
Executive Sponsor:	Vice President Administration and CFO
Department Responsible:	Financial Services
Directory of Records Class:	0650-15
Approval Date:	2020 May 26

Objectives

Travel is a necessary component in the gathering and dissemination of information and knowledge, and to promote BCIT. The purpose of Policy 2005, Travel and Professional Development Expense Reimbursement, and these related procedures, is to ensure effective travel management and administration. As employees of a publicly funded institution, standards should be established to ensure travel expenses are proper, reasonable and necessary. It is the responsibility of the traveller to make economical travel arrangements possible.

Table of Contents

Objectives	1
Who This Procedure Applies To	1
Procedure	
1. General Administration	2
2. Request for Approval to Travel	3
3. Accommodations	4
4. Airfare	5
5. Automobile and Other Transportation	6
6. Per Diems (Meals)	8
7. Registration and Professional Association Fees	9
8. Hospitality Expenses	9
9. Student Expenses	10
Appendix A: Standard Mileage	10
Forms Associated With This Procedure	11
Amendment History	11

Who This Procedure Applies To

These procedures apply to BCIT employees who incur work-related travel, including travel for professional development (PD). These procedures also apply to students, Board of Governors members, and non-employees who incur travel expenses while on Institute business. These expenses may be incurred out of pocket directly by, or on behalf of, the employee or traveller or using a BCIT purchasing card.

The procedures describe how to:

- Make travel arrangements
- Obtain authorization to travel
- Submit a claim for reimbursement of travel expenses

Procedure

1. General Administration

- 1.1. A standing Travel Policy Review Committee sponsored by the Vice President, Administration and CFO will review and recommend changes to these procedures from time to time, as necessary. A review of the policy and procedures will occur annually.
- 1.2. Travel has a large impact on the environment and increases the Institute's carbon footprint. Travellers should strive to use available technology as a substitute for travelling where reasonable.
- 1.3. These procedures apply to travel expenses paid from all Institute administered funds, including those from grants and contracts.
- 1.4. Planning for travel should ideally start at least 14 days in advance for North American travel and 21 days in advance for international travel to obtain the best value for the traveller.
- 1.5. BCIT will reimburse the cost of authorized travel expenses provided that:
 - 1.5.1. The traveller was travelling on BCIT business, or in support of BCIT's mission; and
 - 1.5.2. The traveller had advance authority to incur travel expenses. For all travel outside of British Columbia, travellers must complete a [Request for Approval to Travel form](#) (FIN-23) prior to making travel arrangements (SSEM Policy 7140 Travel – Risk and Security)
 - 1.5.3. The expenses are reasonable, are supported with appropriate documentation and comply with BCIT policies and procedures and/or as needed by the policies and procedures of a granting agency or funding contract
 - 1.5.4. The expense claim is approved for reimbursement by at least one administrative level higher, defined as the budget signing authority, than the person claiming reimbursement or, for professional development funds, in accordance with the signing authority established for the fund.
- 1.6. Non-reimbursable expenses as outlined in this procedure are considered personal expenses and are the responsibility of the claimant.
- 1.7. All Travel and Professional Development expense claims should be submitted within thirty (30) days of the end of the travel.
- 1.8. BCIT has a contract with a travel agency to provide full services to travellers. This agency has access to negotiated rates for all post-secondary institutions who participate in the program. This agency is available at the employees' discretion to obtain maximum benefits for the traveller and assists BCIT in fulfilling its "duty of care" requirement for employees who are travelling on BCIT business.
- 1.9. Medical Insurance
 - 1.9.1. Travellers are responsible for staying informed of their coverage. BCIT's extended health plan may provide medical insurance for employees when travelling outside of B.C. Please contact BCIT Human Resources or BCIT's extended health care service provider to confirm your eligibility before making travel arrangements

Procedure

1.9.2. Medical insurance for a traveller who will be residing outside of Canada for at least six (6) consecutive months in a calendar year when on BCIT business are reimbursable

1.10. Any inquiries related to eligible expenses under contractual Professional Development should be directed to the PD coordinator responsible for administering the fund.

2. Request for Approval to Travel

2.1. For all travel outside of British Columbia, or for field trips within BC to hazardous sites (i.e. mines), travellers must complete a Request for Approval to Travel form (FIN-23) prior to making any travel arrangements. Schools and departments can contact the Director Safety, Security and Emergency Management for a risk assessment ruling on field trips.

2.2. The form requires three signatures to provide approval:

- Leave approval is provided by the traveller's manager (at least one administrative level higher than the traveller). See table below.
- Budget approval is provided by the person who holds signing authority for the budget used for the travel expenses. The budget approver is responsible for ensuring the proposed or estimated travel expenses comply with Policy 2005 and these related procedures.
- Approval from Safety, Security and Emergency Management (SSEM) is provided by the Director, SSEM or alternate per Policy 7140

Leave approval for Request for Approval to Travel

Claimant	Leave Approval
Members, Board of Governors	Board Chair or Vice-Chair, and President
Chair, Board of Governors	Board Vice-Chair or Audit & Finance Committee Chair, and President
President	Board Chair or Vice-Chair, and VP, Administration and CFO
Vice President (other than VP, Administration and CFO), CIO others reporting to the President and Executive Assistant, Governance	VP, Administration and CFO
VP, Administration and CFO	President or designate
Associate Vice Presidents, Deans and Directors	Vice President
Associate Deans and Managers	Dean or Director
Program and Department Heads	Associate Dean or designate
All other employees (faculty, instructors, staff)	Manager, at least one administration level higher

Procedure

- 2.3. For travel that involves students, one Request for Approval to Travel may be completed for the group. A list of all students taking part in the trip must be attached to the request. The list must include the emergency contact information for each student.
- 2.4. Prior to making any travel arrangements, quotes or estimates should be obtained for all related travel costs. While there is no requirement to attach these quotes to the Request for Approval to Travel form, the information is necessary for providing an overall cost estimate for the travel and may be requested by the budget approver. A worksheet is available to help travellers identify all possible costs.

3. Accommodations

- 3.1. Rooms should ideally be booked through BCIT's contracted travel agent to ensure travellers receive government or corporate rates where available. In all instances, the traveller should ensure to request government or corporate rates where available.
- 3.2. The standard for reimbursement of accommodations while travelling should be based on the lowest price of a standard room for a hotel located at the event venue or reasonably close to it.
- 3.3. The Institute will reimburse up to the cost for single occupancy accommodations. Any additional costs related to travel companion(s) (e.g., spouse, partner, child, friend) are considered personal expenses and are not reimbursable. If booking accommodation through AirBNB, VRBO, Home Away or other similar services, to be considered for reimbursement, the traveller is responsible for obtaining a same day quote from the hotel (see 3.2 above) and from the accommodation of choice.
- 3.4. Travellers should make every reasonable effort to minimize travel costs by arriving and/or departing on the event dates. Recognizing this may not always be practical, a traveller may add one night of accommodation prior to the event and/or at the end of the event.
- 3.5. Reimbursement is not normally provided for accommodations for attendance at events within Metro Vancouver. Requests for accommodations within Metro Vancouver must be pre-approved by the employee's Dean or Vice President prior to booking. Approval must be attached to the employee's [Travel and Professional Development Expense Claim](#) form.
- 3.6. Travellers may claim a set per-day amount when staying with a friend or relative who provides private accommodation. No receipt is required. The reimbursable rate per night applies to the portion of the stay that relates to Institute business. The rate is shown in Guideline 2005-GU1, Travel and Per Diem Rates.
- 3.7. To claim reimbursement for accommodations other than private accommodations, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form. When travel involves a conference, the conference schedule must also be attached.
- 3.8. Reimbursable expenses:

Charge	Claimable	Not Claimable
Single occupancy hotel at venue	✓ with documentation	
Add'l costs for travel companions		✓

Procedure

AirBNB, VRBO, Home Away	✓ see section 3.3	
Personal expenses i.e. mini bar, movies, room service		✓
Phone call – home or work	✓ based on a reasonable time limit	
Fee for failure to cancel booking		✓ may be allowed in circumstances where timely cancellation was not reasonable
Accommodations within Vancouver		✓ unless advance approval received (see section 3.5)
Internet (standard speed)	✓	

4. Airfare

- 4.1. All air travel should be at the lowest available economy fare on the most direct route to the business destination considering operational requirements. Planning for travel should ideally start at least 14 days in advance for North American travel and 21 days in advance for international travel to obtain the best value and support for the traveller.
- 4.2. Exceptions to lowest available economy fare may occur with justification (i.e. medical certificate) or for flights that are more than eight (8) hours. In these circumstances, flights may be booked in premium economy or business class with pre-approval from the traveller’s budget signing authority in advance of travel arrangements being booked. Approvers need to be reasonably satisfied before providing approval. Note, travel related to attendance at professional development conferences or training programs is not eligible for upgrade to business class, regardless of the duration of the flight.
- 4.3. Combination of personal and business travel arrangements are permissible if the total cost of the flight does not exceed the cost of the direct lowest available economy fare to the destination. Pre-approval from the traveller’s budget signing authority and supporting documentation is required. Supporting documentation is a quote from your travel provider for the business portion of the trip only (i.e. most direct economy flight to/from the business destination) obtain on the same day as a quote for your total actual trip.
- 4.4. If the lowest direct economical fare is not available for the required date of travel, pre-approval from the traveller’s budget signing authority is required in advance of the flight being booked and documentation must be submitted with the [Travel and Professional Development Expense Claim](#) as justification for the higher rate (i.e. screen shot from the travel provider showing the lower rate not being available for that date of travel).
- 4.5. BCIT does not reimburse travellers for the equivalent value of personal travel rewards (e.g., Aeroplan; Air Miles) used to purchase airfare.
- 4.6. To claim reimbursement for, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form.
- 4.7. Additional fees:

Fee	Claimable	Not Claimable
-----	-----------	---------------

Procedure

Seat selection	✓	
Checked bags – 1 st bag	✓	
Checked bags – more than one		✓*
Cancellation insurance		✓*
Use of personal travel rewards		✓
Onboard amenities - blanket, pillows, headphones, movies		✓
Onboard internet		✓*

* in exceptional cases with pre-approval, demonstrating business purpose

5. Automobile and Other Transportation Expenses

5.1. Use of Personal Motor Vehicle

- 5.1.1. Travellers are responsible for ensuring their vehicles have the appropriate insurance coverage. It is important to be aware of the difference between personal and business insurance coverage. All costs incurred by a traveller in a personal vehicle as the result of collision or comprehensive type claims (e.g., fire, theft, vandalism) are the responsibility of the traveller. Examples of such costs include the insurance policy deductible, loss or damage of personal property, and costs incurred while the traveller's vehicle is undergoing repairs.
- 5.1.2. BCIT will reimburse travellers for use of a personal motor vehicle for travel on Institute business including professional development. BCIT's per-kilometre reimbursement rate is based on that set by the [Treasury Board of Canada](#) and is shown in Guideline 2005-GU-1, Travel and Per Diem Rates, associated with this procedure. Note: The rate is intended to cover vehicle operating costs, such as insurance, vehicle depreciation, regular maintenance costs, repairs, and fuel.
- 5.1.3. To receive reimbursement for the use of a personal motor vehicle, the [Mileage and Parking Expense Reimbursement](#) form (FIN-152) must be completed and include dates of travel, destination, and reason for travel. Refer to [Appendix B](#) for allowable mileage claims, and [Appendix C](#) for standard distances to common destinations.
- 5.1.4. Claims are submitted either quarterly or once the total expense claim reaches \$50. Mileage that occurs within the current fiscal year must be submitted by the [published year end deadlines](#).
- 5.1.5. Travellers are required to obtain approval from their designated signing authorities in advance of travel in order to use a personal motor vehicle to travel more than 800 kilometers from BCIT's Burnaby Campus. In these instances where travel would have otherwise been by air, BCIT will reimburse the traveller the lesser of the actual mileage or the quoted economy airfare to the destination plus airport parking or taxi to and from the airport. A quote for airfare from your travel provider must be submitted with the [Request for Approval to Travel](#) form (FIN-23) before it is approved for travel outside of BC. For

Procedure

travel within BC, the quote is attached to the [Travel and Professional Development Expense Claim](#) form (FIN-21). This ensures the most economical mode of travel is being used.

From	To	Claimable
Home (normal work hours)	Regular worksite	Not a claimable expense
Home – Call Out (outside of normal work hours)	Worksite(s)	Claim actual distance
Home	Alternate Worksite or Business Meeting within Metro Vancouver	Claim the lesser of the actual distance travel from home or the distance from the regular worksite to the destination
Home	Airport	Claim actual distance
Campus	Campus	Claim standard distances outline in Appendix A
Campus	Another location within the same campus	Not a claimable expense
School of Health – Nursing Dept.– Campus	Health Units	Claim standard distance from Burnaby to hospital outlined in Appendix A

5.2. Motor Vehicle Rental / Car Sharing

5.2.1. In certain situations, the traveller may find it is more cost-effective to rent a vehicle for travel outside of Metro Vancouver. Renting a vehicle is a reimbursable expense when the rental is demonstrated to save time and/or reduce overall costs and the rental is not just a matter of personal convenience. Examples to demonstrate savings include quotes for comparative taxi fares from the airport to the event. Sites such as www.taxifarefinder.com or www.taxi-calculator.com may be used to estimate the cost of taxi fares.

5.2.2. All rentals should be for non-luxury, compact or economy car, unless four or more BCIT staff and students are travelling together, in which case a larger vehicle is permitted.

5.2.3. Rental vehicle expenses:

Charge	Claimable	Not Claimable
Rental fee	✓	
Per km/mile charge	✓	
Fuel – fill before returning vehicle	✓	
Fuel Plan – return the car empty		✓
Loss Damage Waiver	✓	
Personal Effects		✓
Personal Accident		✓
GPS Navigation		✓ (exception for countries with

Procedure

		minimal English translation)
Extended Roadside Assistance		✓
Sirius XM Satellite Radio		✓
Child Safety Seats		✓
Additional Driver	✓ (only for BCIT colleagues)	
Parking or driving violations		✓

5.2.4. Car Sharing – At the discretion of an employee, if an employee is required to travel within Metro Vancouver as part of their assigned duties but they do not have a vehicle, with permission of their manager, they can make use of a car sharing services such as Evo, Modo or Car2Go. It is the responsibility of the employee who is requesting the use of a car sharing vehicle to ensure returning the vehicle (parking in Home Zone, service area where you can start and end your trip) is allowed into the area they are travelling to.

Charge	Claimable	Not Claimable
Charge driving from regular worksite to alternate work destination	✓	
Charge for waiting time		✓
Fee for parking outside Home Zone		✓
Membership fees		✓
Parking or driving violations		✓

5.2.5. To claim reimbursement, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form.

5.3. Other Transportation-Related Expenses

5.3.1. [Original receipts](#) are required for reimbursement for miscellaneous transportation expenses, including road tolls, taxis, shuttles, public transportation (transit), parking, ferries, airport transportation and airport parking.

5.3.2. For coin paid parking meters that do not dispense receipts, travellers may complete the [Mileage and Parking Expense Reimbursement](#) form FIN-152, showing the out-of-pocket expense. When payment is made by credit card, the traveller is to attach the receipts received to their [Travel and Professional Development Expense Claim](#).

6. Per Diems

6.1. Travellers may be reimbursed for meals and incidental expenses by claiming per diem allowances. BCIT’s per diem reimbursement rate is based on that set by the [Treasury Board of Canada](#). No receipts are required. Per diems cannot be claimed where meals are already included in conference fees, accommodations, or provided by the event host.

6.2. Expenses are claimed by using the established rate for the applicable meal(s) based on the per diem shown in Guideline 2005-GU1, Travel and Per Diem Rates.

Procedure

- 6.3. Travellers calculate conversion 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 as posted on the Bank of Canada website.
- 6.4. Per diems may be claimed for an entire day or part of the day according to the following table:

On Date of Departure
Begin before 7am – claim breakfast
Begin before noon – claim lunch
Incidentals – away for > 4 hours
On Date of Return
End after 6pm – claim dinner

- 6.5. An itinerary detailing the conference schedule should be attached to the [Travel and Professional Development Expense Claim](#) form (FIN-21) to detail any meals included in the conference fees.

7. Registration and Professional Association Fees

An employee may choose from either payment option below:

- 7.1. Employee Pays:
- 7.1.1 BCIT will reimburse employees for registrations, tuition fees, conference fees, staff training, and professional association fees with pre-approval from the employee's budget signing authority. Please ensure you follow the related approval process for your department or your professional development fund.
- 7.1.2 To claim reimbursement, [original receipts](#) are to be attached to the [Travel and Professional Development Expense Claim form](#).
- 7.2. Institute Pays:
- 7.2.1 On behalf of the employee, payment may be made directly for registration, tuition fees, conference fees, staff training and professional association fees using the [Tuition Registration, Conference and Membership](#) form (FIN-113). The original application, invoice, or fee assessment is to be attached as backup for the payment.
- 7.2.2 Financial Services is not responsible for registering and/or renewing memberships. This is the responsibility of the employee. Accounts Payable will send a copy of the application/invoice along with payment to the organization. Be sure to allow enough time for processing and mailing.

8. Hospitality Expenses

- 8.1. Employees may claim entertainment expenses for business associates or other external guests as authorized by the employee's designated signing authority in advance.

Procedure

- 8.2. Expenses will be reimbursed for alcoholic beverages related to International Education and Foundation activities that further the development of the business of BCIT if incurred at a moderate level appropriate to the circumstances.
- 8.3. Alcoholic beverages will be permitted for other hospitality functions with the advance written approval of a vice-president or the President. Please attach a copy of the approval to the expense claim.
- 8.4. To claim reimbursement for any hospitality expenses, [original receipts](#) are to be attached to the [Travel and Professional Development Expense Claim](#) form. A list of who was being entertained and/or the reason for the hospitality to be included. A list of all BCIT staff attending must be included.

9. Student Expenses

- 9.1 A student on Institute business will be reimbursed for expenses that are incurred for travelling on a field trip, to a trade show, competition, or convention.
- 9.2 A [Request for Approval to Travel](#) form (FIN-23) must be completed on behalf of the students by the instructor for any travel outside of BC. The form needs to be completed and approved prior to booking any travel arrangements.
- 9.3 To claim reimbursement, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form.

Appendix A: Standard Mileage

Standard Mileage Between BCIT Campuses (average distance)						
	Burnaby	ATC	DTC	BMC	GNW	AIC
Burnaby	–	18km	12km	13km	8km	17km
ATC	18km	–	13km	23km	13km	18km
DTC	12km	13km	–	11km	4km	28km
BMC	13km	23km	11km	–	14km	29km
GNW	8km	13km	4km	14km	–	23km
AIC	17km	18km	28km	29km	23km	–

<p>Burnaby (BBY) Main BCIT campus and CARI 3700 Willingdon Avenue Burnaby, BC V5G 3H2</p> <p>Downtown Campus (DTC) 555 Seymour Street Vancouver BC V6B 3H6</p>	<p>Aerospace & Technology Centre (ATC) 3800 Cessna Drive Richmond, BC V7B 0A1</p> <p>BCIT Marine Campus (BMC) 265 West Esplanade Avenue North Vancouver, BC V7M 1A5</p>
--	---

<p>Great Northern Way Campus (GNW) 555 Great Northern Way Vancouver, BC V5T 1E2</p>	<p>Annacis Island Campus (AIC) Motive Power 1608 Cliveden Avenue Delta, BC V3M 6M2</p>
--	--

Standard Mileage Between BCIT Burnaby Campus and Local Area Hospitals												
Hospitals												
All figures are in Km (average distance)	BGH	DH	ERH	LGH	LMH	PAH	RCH	RGH	RMH	SMH	SPH	VGH
Burnaby Campus	2km	36km	25km	13km	44km	39km	13km	19km	33km	22km	15km	10km

<p>BGH - Burnaby General Hospital DH - Delta Hospital ERH - Eagle Ridge Hospital LGH - Lion's Gate Hospital LMH - Langley Memorial Hospital PAH - Peace Arch Hospital</p>	<p>RCH - Royal Columbia Hospital RGH - Richmond General Hospital RMH - Ridge Meadow Hospital SMH - Surrey Memorial Hospital SPH - St Paul's Hospital VGH - Vancouver General Hospital</p>
--	--

Forms Associated With This Procedure

- [Request for Approval to Travel](#), FIN-23
- [Travel and Professional Development Expense Claim](#), FIN-21
- [Tuition Registration, Conference and Membership](#), Fin 113
- [Mileage and Parking Expense Reimbursement](#), FIN-152 (PDF)
- [Travel Claim Receipt Declaration](#), FIN-156 (PDF)

Amendment History

		<u>Approval Date</u>	<u>Status</u>
1.	Creation: Procedure 2005-PR1 version 1	2006 Feb 21	Replaced
2.	Revision: Procedure 2005-PR1 version 2	2006 Oct 10	Replaced
3.	Revision: Procedure 2005-PR1 version 3	2007 May 02	Replaced
4.	Revision: Procedure 2005-PR1 version 4	2007 Sep 17	Replaced
5.	Revision: Procedure 2005-PR1 version 5	2011 Oct 01	Replaced
6.	Revision: Procedure 2005-PR1 version 6	2013 Jun 18	Replaced
7.	Revision: Procedure 2005-PR1 version 7	2015 Feb 12	Replaced
8.	Revision: Procedure 2005-PR1 version 8	2017 Apr 27	Replaced
9.	Revision: Procedure 2005-PR1 version 9	2018 Dec 05	Replaced
10.	Revision: Procedure 2005-PR1 version 10	2020 May 26	In Force

Scheduled Review Date

2025 May 26