
Travel and Professional Development Expense Claim

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Policy Reference:	2005
Category:	Finance
Approving Body	Board of Governors
Executive Sponsor	Vice President Finance and Administration
Department Responsible	Financial Services
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Objectives

This procedure applies directly to Policy 2005, Travel and Professional Development Expense Reimbursement. These procedures apply to expenses incurred out of pocket directly by, or on behalf of, the employee or traveller as well as those incurred using a BCIT purchasing card. It describes the requirements for:

- Making travel arrangements
- Obtaining authorization to travel
- Defining travel claim receipts and vouchers
- Receiving reimbursement for out-of-pocket expenses

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Who This Procedure Applies To

This procedure applies to BCIT employees who incur work-related travel, including travel for professional development (PD). This procedure also applies to students, Board of Governors members, and non-employees who incur travel expenses while on Institute business.

Procedure

1. General Administration

- 1.1. Failure to comply with Policy 2005 – Travel and Professional Development Expense Reimbursement, and these related procedures may result in the claim being denied by BCIT and no reimbursement provided to the claimant.
- 1.2. Travel should be avoided where cost-efficient alternatives are appropriate and available. For example, video conferencing, teleconferencing, and other remote meeting solutions are to be considered for every travel situation.

- 1.3. For all travel outside of British Columbia, travellers must complete a Request for Approval to Travel form (FIN-23) **prior to making any travel arrangements**. The designated signing authority is responsible for ensuring the Requests for Approval to Travel are in accordance with this procedure and are for Institute purposes only. See section 3.0 below for details regarding requirements for the [Request for Approval to Travel](#) form (FIN-23).
- 1.4. All [Travel and Professional Development Expense Claims](#) should be submitted within thirty (30) days of the end of the travel.
- 1.5. [Travel and Professional Development Expense Claims](#) must be approved by the traveller's [designated signing authority](#) (for the org code where the travel will be charged) before it is submitted to Financial Services for reimbursement. The designated signing authority is responsible for ensuring the expense claims are in accordance with this procedure, and are for Institute purposes only.
- 1.6. Non-reimbursable expenses as outlined in this procedure are considered personal expenses and are the responsibility of the claimant.
- 1.7. To be reimbursed, employees must attach original itemized receipts to the claim form (FIN-21) along with the quotes received from your travel provider prior to booking travel. Receipts may include printed or hand-written receipts issued by the vendor as well as online receipts (e.g., course registration).

Receipts must be detailed and itemized, including:

- Date of purchase
- Method of payment (e.g. cash, personal cheque, debit card, or credit card)
 - If payment has been made by credit card, the receipt should provide the last four digits of the credit card
- Description and cost of the item(s) purchased
- Vendor's name and applicable contact information (e.g. address, phone number, website)

Note: When submitting receipts printed in a language other than English, please provide the English translation on the receipt.

2. Personal Travel

Should an employee wish to combine personal travel with BCIT travel, including travel for professional development, the cost of personal travel is not eligible for reimbursement. If an employee adds personal time before, during or after the BCIT related business, cost reimbursement will only be provided for the costs related to the course, conference or other business-related event. Reimbursement for per diems, accommodations and other transportation will include expenses for the day before and the day after the business portion of the travel. The personal days must be clearly detailed on the Request for Approval to Travel as well as on the Travel Expense Claim form.

Prior to submitting a Request for Approval to Travel, the traveller is responsible for obtaining quotes from your travel provider for airfare, hotel (single occupancy), and car rental costs to demonstrate what the cost would be if no personal travel were occurring. For all travel, including travel within BC, both the quote and actual receipts must be added to the Travel Expense Claim.

Any additional expenses arising from personal extensions to business travel are the traveller's responsibility. These additional expenses may include, but are not limited to additional airfare, per diems, airport transfers, airport parking and hotel costs. Expenses for a traveller's spouse, partner, or family member are not reimbursable.

3. Request For Approval To Travel

- 3.1. For all travel outside of British Columbia, **before** making any travel arrangements, travellers must complete a [Request for Approval to Travel](#) form (FIN-23) and ensure it is approved by their designated signing authorities (for approval of leave and for travel budget), and Safety, Security and Emergency Management (per BCIT Policy 7140, Travel – Risk and Security). Please note, for PD claims, the approver for budget will be the PD Coordinator or the person responsible for the PD fund.
- 3.2. Quotes from your travel provider for airfare, hotel, car rentals and any conference or registration fees, if applicable, must be attached to the form when it is submitted for approval. This is required for all business-related travel, including professional development and travel that is reimbursed or paid for by a third party (i.e., does not result in any expense for BCIT).
- 3.3. Any personal travel must be indicated on the approval form. The dates and destinations for all personal travel must be clearly identified. See section 2.0 Personal Travel (above).
- 3.4. If there is no cost to BCIT or the cost will be recovered, please indicate so on the form.
- 3.5. Once all approvals have been obtained, travellers may make travel arrangements. Any subsequent claims for reimbursement of travel expenses will be matched to the [Request for Approval to Travel](#) form (FIN-23) and explanations will be requested if actual costs vary by ten percent (10%) or more from approved costs.

4. Payment of Travel and Professional Development Related Costs

4.1. BCIT Purchasing Card

- 4.1.1. If a traveller holds a BCIT purchasing card, payments for travel related expenses must be made directly using the traveller's BCIT purchasing card so long as it does not exceed the card's single transaction limit.
- 4.1.2. Travellers are not permitted to use another employee's BCIT purchasing card for any travel costs.
- 4.1.3. The cardholder is responsible for ensuring original receipts are available and submitted with the monthly card reconciliation. Please note, an employee cannot approve p-card transactions related to their own travel. Information about the commercial card program can be found in the [BCIT Commercial Card Program Policy & Guidebook](#).
- 4.1.4. BCIT purchasing cards can not be used for any contractual professional development costs (goods, services or travel).

4.2. Travel Advance

- 4.2.1. Employees may obtain an Advance for Travel for out-of-pocket expenses of \$400 or more. The request is made by checking the appropriate field on the [Request for Approval to Travel](#) form (FIN-23). Allow at least fifteen (15) business days for the travel advance to be processed. Advances are only available for BCIT employees and Board members. For travellers who hold a BCIT purchasing card, the advance will only be provided for per diems and minor out-of-pocket expenses such as taxis.
- 4.2.2. Travel advances will not be provided after travel has commenced.
- 4.2.3. Travel advances will not be provided to non-employees.
- 4.2.4. Advances are directly deposited into the employee's bank account if the employee is set up for

payroll direct deposit.

4.2.5. Employees should submit their expenses within thirty (30) days of their return. Claims not submitted within thirty (30) days may result in the travel advance funds being deducted from the employee's future payroll. If you have received an advance and are not able to submit a claim within (30) days, please contact Accounts Payable – BCIT_AP_Department@BCIT.ca

4.2.6. Travel advances are not provided for tuition or for the purchase of goods or services for professional development. See [Section 11, Registration and Membership Fees](#) if you would like BCIT to pay for tuition or registration fees directly.

4.3. Travel and PD Expenses Paid Directly By the Traveller Using Personal Funds

4.3.1. Travel expenses paid directly by the traveller that are not reimbursable by a third party are claimed using the Travel and Professional Development Expense Claim [form \(FIN-21\)](#).

4.3.2. Expenditures for goods and services paid out of one of the Institute's professional development (PD) funds are claimed using the [Travel and Professional Development Expense Claim](#) form (FIN-21). Goods and services purchased through a PD fund are subject to the same approval processes as PD travel.

5. Travel Expenses

5.1. Transportation – Air/Rail/Bus (other than public transit)

5.1.1 In all instances, a quote is to be obtained from your travel provider prior to travel being booked. If the trip is outside of BC, attach the quote to the [Request for Approval to Travel](#) form (FIN-23). If the trip is within BC, attach the quote to the [Travel and Professional Development Expense Claim](#) form (FIN-21) when it is submitted for payment.

5.1.2 Travel arrangements will reflect the most economical cost to travel to the business destination and back. If personal travel is being added to the trip, obtain a quote from your travel provider for the business portion of the trip only (i.e., traveling to the event and return). The business portion of the trip includes the per diems, accommodations and other transportation for the day before and the day after the event. Any costs related to the addition of personal travel are not reimbursable. Please see section 2.0 Personal Travel (above).

5.1.3 Air travel up to eight (8) hours is booked in the lowest fare economy class. Travel that is in excess of eight (8) hours flight time may be booked in business class with pre-approval from the traveller's designated signing authority in advance of travel arrangements being booked. 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.

5.1.4 BCIT does not reimburse travellers for the equivalent value of personal travel rewards (e.g., Aeroplan; Air Miles) used to purchase airfare or other related travel costs.

5.1.5 Attach the [original receipt](#) and itinerary from your travel provider to the claim for reimbursement for transportation expenses. The receipt(s) must show the cost of the transportation, the name of the traveller(s) and the method of payment.

6. Travel By Motor Vehicle

6.1. Use of Personal Motor Vehicle

6.1.1 Travellers are responsible for ensuring their vehicles have the appropriate 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.

- 6.1.2 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.
- 6.1.3 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.
- 6.1.4 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](#).
- 6.1.5 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 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.

6.2. Motor Vehicle Rental / Car Sharing

- 6.2.1 In certain situations, the traveller may find it is more cost-effective to rent a vehicle for travel outside of Metro Vancouver. Travellers are required to obtain approval from their designated signing authority prior to travel being booked, in order to rent a vehicle. Details of the proposed rental should be included on the [Request for Approval to Travel](#) form (FIN-23) if the travel will occur outside of BC.
- 6.2.2 In all instances, a quote is to be obtained in advance of any booking or rental. If the trip is outside of BC, attach the quote to the [Request for Approval to Travel](#) form (FIN-23). If the trip is within BC, attach the quote to the [Travel and Professional Development Expense Claim](#) form (FIN-21) when submitting it for payment.
- 6.2.3 All rentals should be for non-luxury, compact or economy car, unless four or more people are travelling together, in which case a larger vehicle is permitted.
- 6.2.4 Depending on the proximity of the airport to the hotel and/or event, it may be more economical to rent a vehicle rather than incur charges for a taxi to and from the airport. If a rental car will be used, any claims must be accompanied by a quote for comparative taxi fares from the airport to the hotel/event.
- 6.2.5 To claim reimbursement, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form.
- 6.2.6 Reimbursable expenses include the rental fee, the km/mileage charge by the car rental agency, and fuel charges. No reimbursement will be issued for personal mileage, GPS, or other personal

expenses. Please review the [Supply Management](#) site for details about insurance.

6.2.7 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. Claimants may submit charges related to travelling between destinations. No reimbursement will be provided for waiting times or membership fees. Please keep this in mind when travelling outside of the home zone or designated parting areas for services. It is the responsibility of the employee who is requesting the use of a car sharing vehicle to ensure the car sharing company is allowed into the area they are travelling to. BCIT will not be responsible for any charges incurred for parking the vehicle in an area not serviced by the car sharing company.

6.3. Other Transportation-Related Expenses

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

6.3.2 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](#).

7. Accommodations

7.1. In all instances, accommodations must reflect the cost for a single occupancy hotel room for the hotel located at the event venue or reasonably close to it. A quote is obtained from the hotel, event organizer, or other travel service provider. If the trip is outside of BC, attach the quote to the [Request for Approval to Travel](#) form (FIN-23). If the trip is within BC, attach the quote to the [Travel and Professional Development Expense Claim](#) form (FIN-21) when submitting it for payment. Reimbursement will not be provided for bookings through AIRBNB, VRBO, Home Away or other similar services.

7.2. The Institute will only reimburse 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.

7.3. Wherever possible, travellers should request the BC government rate.

7.4. A traveller may add one night of accommodation prior to the event and at the end of the event. An itinerary detailing the conference schedule must be attached to the [Travel and Professional Development Expense Claim](#) form (FIN-21).

Travellers should make every reasonable effort to minimize travel costs by arriving and/or departing on the event dates.

7.5. 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](#).

7.6. 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 vice president prior to booking. Approval must be attached to the employee's [Travel and Professional Development Expense Claim](#) form.

- 7.7. To claim reimbursement for accommodations other than private accommodations, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form.

8. Per Diems

- 8.1. BCIT reimburses for traveller meals and incidental expenses. Individual meal receipts are not required if claiming the per diem rates. Meals that have been charged to the BCIT purchasing card for the traveller's meals must not exceed the daily per diem rate. This excludes any expenses for business related hospitality.
- 8.2. 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](#).
- 8.3. 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.
- 8.4. An itinerary detailing the conference schedule must be attached to the [Travel and Professional Development Expense Claim](#) form (FIN-21) to detail any meals provided by the event host.

9. Hospitality Expenses

- 9.1. Employees may claim entertainment expenses for business associates or other external guests as authorized by the employee's designated signing authority in advance.
- 9.2. 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.
- 9.3. 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.
- 9.4. To claim reimbursement for any hospitality expenses, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form. A list of who was being entertained must be included.

10. Medical Insurance

- 10.1. 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.

11. Registration and Professional Association Fees

An employee may choose from either payment option below:

11.1. Employee Pays

- 11.1.1 BCIT will reimburse employees for registrations, conferences, staff training, and professional association fees with pre-approval from the employee's designated signing authority.

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

11.2. Institute Pays

- 11.2.1 On behalf of the employee, payment may be made directly for registration, conference, staff training and professional association fees using the [Tuition Registration, Conference and Membership](#) form (FIN-113). The original application/invoice must be attached as backup for the payment.
- 11.2.2 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.

12. Student Expenses

- 12.1. 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.
- 12.2. 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.
- 12.3. To claim reimbursement, [original receipts](#) must be attached to the [Travel and Professional Development Expense Claim](#) form.

Appendix A: Designated Signing Authority for Travel and Professional Development Claims

Claimant	Signing Authority
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 Board secretary	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)	Designated Signing Authority

Appendix B: Reimbursable Mileage

From	To	Comments
Home (normal work hours)	Regular worksite	Cannot be claimed
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 travelled from home or the distance from the regular worksite to destination
Home	Airport	Claim actual distance
Campus	Campus	Claim standard distances outlined in Appendix C
Campus	Within Campus	Cannot be claimed
School of Health – Nursing Dept. – Campus	Health Units	Claim standard hospital distances outlined in Appendix C

Appendix C: Standard Distances between BCIT Campuses

Standard distances between BCIT campuses All Figures are in km (average distance)						
	Burnaby	ATC	DTC	BMC	GNW	AIC
Burnaby	–	18	12	13	8	17
ATC	18	–	13	23	13	18
DTC	12	13	–	11	4	28
BMC	13	23	11	–	14	29
GNW	8	13	4	14	–	23
AIC	17	18	28	29	23	–

Burnaby (BBY)

Main BCIT campus and CARI
3700 Willingdon Avenue
Burnaby, BC V5G 3H2

Downtown Campus (DTC)

555 Seymour Street
Vancouver BC V6B 3H6

Great Northern Way Campus (GNW)

555 Great Northern Way
Vancouver, BC V5T 1E2

Aerospace & Technology Centre (ATC)

3800 Cessna Drive
Richmond, BC V7B 0A1

BCIT Marine Campus (BMC)

265 West Esplanade Avenue
North Vancouver, BC V7M 1A5

Annacis Island Campus (AIC)

Motive Power
1608 Cliveden Avenue
Delta, BC V3M 6M2

Standard Distances between BCIT and Local Area Hospitals

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

BGH - Burnaby General Hospital

DH - Delta Hospital

ERH - Eagle Ridge Hospital

LGH - Lion's Gate Hospital

LMH - Langley Memorial Hospital

PAH - Peace Arch Hospital

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

Appendix D: Reimbursable Travel and Other Expenses*

Description of Expense	Yes	No
Telephone calls to traveller's immediate family (10 minutes each day, unless specified in the Collective Agreement)	X	
Internet connection for job related duties while travelling	X	
Consumable materials like booklets, printed matter, photocopying and presentation supplies related to the travel incurred while on BCIT business	X	
Other goods purchased that are not related to travel		X
Credit card or bank fees and interest charges		X
Uninsured auto loss		X
Motor vehicle related costs (e.g., car wash, maintenance, insurance, parking fines, or traffic fines)		X
Expense for failure to cancel accommodations or other travel arrangements unless cancellation was requested by BCIT and approved by designated signing authority		X
Optional hotel charges (e.g., mini-bar, movie rental, spa, hair care, fitness or gym fee, etc.)		X
Baggage fee – first bag	X	
Baggage fee – additional bag or excess weight fee		X
Child or pet care costs		X
Trip cancellation insurance		X
Additional medical insurance		X
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	X	
Lost or stolen tickets, cash or personal property		X
Travel Visa	X	
Vaccines where employee is asked to travel to a country where vaccines are necessary for health and safety	X	
Room rental including A/V equipment required for BCIT related business	X	
Passport fees		X

* Reimbursable when accompanied by an [original receipt](#) and attached to authorized [Travel and Professional Development Expense Claim](#) form.

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

1. Created 2006 Feb 21

2. Revision 1 2006 Oct 10
3. Revision 2 2007 May 02
4. Revision 3 2007 Sep 17
5. Revision 4 2011 Oct 01
6. Revision 5 2013 Jun 18
7. Revision 6 2015 Feb 12
8. Revision 7 2017 Apr 27
9. Revision 8 2018 Dec 05