

SUBJECT**COLLEGE TRAVEL AND HOSPITALITY PROCEDURE****A. PROCEDURES****1.0 Before Travelling**

Prior to requesting approval to travel, other options for meetings should be considered including audio and video conferencing. This is the process to follow for all employees making travel arrangements and seeking reimbursement for travel expenses:

1.1 Prior written authorization is required for travel. Electronic approval is considered written approval for the purpose of this policy. Ensure the approver has sufficient information to make an informed decision. Employees should use the appropriate form if possible.

1.2 Whenever possible, use the College's designated vendor of record service providers.

1.3 If there is a change in itinerary, employees should:

- Report any changes to approver as soon as possible; and
- Submit any changes through the travel management company or if appropriate, an alternate travel agency.

1.4 If eligible to use a College credit card, use it wherever possible to pay for travel expenses.

1.5 Secure passports, visas, immunizations and medications, as appropriate, before embarking on travel.

1.6 Consult with approver to ensure that travel arrangements include accommodation for any special needs.

1.7 Loyalty points can be accumulated through the College credit card. Participation in frequent flyer or other loyalty programs is permitted provided that employees:

- Choose the most cost-effective accommodation or method of travel;
- Use the College approved method to book travel; and
- Use the College credit card (if available) to pay for all travel expenses.
- Loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash by using the points for business purposes and then submitting a claim for reimbursement. Claimants are responsible for complying with income tax rules and regulations regarding the accumulation of loyalty points on business trips and any subsequent personal use of them when using their personal credit cards, rather than the College credit card.

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2.0 International Travel

If travelling internationally (outside Canada and North America), in addition to the obligations set out elsewhere in this policy, the following rules apply. Requests for international travel must include:

- prior written approval;
- acknowledgement that all appropriate approvals are in place;
- written rationale demonstrating critical value of travel for college priorities and interests, and details how the travel will produce a benefit for the College;
- documentation showing detailed itemization of anticipated expenses (note that the lowest cost and most reasonable method of travel must be used whenever possible);
- confirmation of any travel warnings by the Federal Department of Foreign Affairs and International Trade related to proposed travel;
- with prior approval of the President, business class seating may be permitted for international flights;
- a copy of the request for international travel and approval to be forwarded to Finance prior to travel.

When planning any travel, a risk management factor to consider is business continuity (e.g., deciding whether Senior Management or people with specialized knowledge or expertise should not travel together).

3.0 Insurance
3.1 *Medical and Health Insurance*

Eligible employees are covered under the College's health insurance plans in the event of illness or injury. The cost of additional private medical/health insurance will not be reimbursed for travel within Canada.

3.2 *Travelling Outside of Canada*

Employees are responsible for arranging appropriate out-of-country medical insurance. This cost is reimbursable. When purchasing out-of-country medical insurance, it is advised that employees purchase the option that allows for immediate payment of costs at the time of the incident (i.e., up-front payment option).

3.3 *Travel Accident Insurance*

Employees are responsible for arranging appropriate out-of-country medical insurance. This cost is reimbursable. When purchasing out-of-country medical insurance, it is advised that employees purchase the option that allows for

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immediate payment of costs at the time of the incident (i.e., up-front payment option).

3.4 Vehicle Insurance

Rental vehicles rented through college approved rental agencies include insurance coverage. If employees use a personal vehicle while on college business, the following will apply:

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The College will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- The College is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, employees will not be permitted to make a claim to the College for any resulting damages to their vehicle.
- Employees using a personal vehicle are eligible to claim mileage only not fuel costs.

4.0 Transportation

College employees should make travel arrangements or reservations using the approach adopted by the College whether it is a travel management company or another method.

4.1 Air Travel

Air travel is permitted if it is the most practical and/or economical way to travel. Economy (Coach) class is the standard option for ticket purchase. Travel in Business class must have prior approval by the President, and may be considered in the following circumstances:

- on international flights; or
- on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g., health reasons).

Any upgrade charge other than the above is at the personal cost of the claimant.

All air travel is to be booked through the authorized travel agency. Signed and coded request forms are to be forwarded to reconcile invoices.

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4.2 Train

Travel by train is permitted when it is the most practical and/or economic way to travel. A Coach class economy fare is the standard. Business class may be acceptable with prior approval in limited circumstances such as:

- the need to work with a team;
- choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g., compare an Economy (Coach) class ticket plus a meal, with the cost of a ticket for VIA 1, where the meal is included);
- accommodation requirements; and
- health and safety considerations.

International train travel should be at the Canadian equivalent to Coach class.

4.3 Vehicle

When road transportation is the most practical and/or economical way to travel, the order of preference is:

- college vehicle;
- rental vehicle;
- personal vehicle, if it is more economical than a rental vehicle.

If travelling frequently is part of an employee's job, these arrangements should be made upon hire. Use of a personal vehicle must be discussed in advance with the employee's Approver. The College will assume no financial responsibility for the use of personal vehicles other than paying the kilometric rate. Carpooling is recommended for multiple people attending the same meeting or function.

No children under the age of eighteen (18) are allowed in the vehicle.

4.3.1 College Vehicle

College vehicles may only be operated by College employees and be:

- used only for College business; and
- operated only by employees with a valid Ontario driver's license for the appropriate class of motor vehicle;
- valid drivers license must be submitted to Finance for insurance purposes

Staff should review the shared Inter-Campus travel calendar for availability and reservation. Passengers in a college vehicle are allowed only if the passenger's travel is related to college business.

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When renting a vehicle, a compact or intermediate model or its equivalent is to be the norm. Any exceptions must be:

- documented and approved by the employee's supervisor prior to the rental if possible; and
- guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

Employees must ensure the rental company has driver's license information for all potential drivers of the vehicle.

Before accepting a rental vehicle, employees must perform an external and internal check to ensure the College is not charged for prior damage. To avoid higher gasoline charges, the rental vehicle must be refueled before returning it.

4.3.3 Personal Vehicle

The College assumes no financial responsibility for personal vehicles. The College will, however, pay the kilometric rate for authorized use of personal vehicles on College business. Rates in effect are \$0.61 per kilometer regardless of the destination.

No children under the age of eighteen (18) are allowed in the vehicle.

The College strongly encourages renting vehicles vs. using a personal vehicle if a College-owned vehicle is not available for use. An employee's supervisor must make a decision on the type of vehicle used for travel on College business (rental or personal) based on the frequency and distance per trip. For short distance trips it would be more economical for the employee to use a personal vehicle. The employee should get prior written (email) approval for use of personal vehicle for travelling and this written approval should be submitted with travel expense statement if claiming mileage. If a decision is made to allow an employee to use their own vehicle on a continuous basis, the rationale must be documented. In addition, if authorized to use a personal vehicle on a daily or continuous basis, daily logs must be kept to track the business use.

5.0 Accident Reporting

All accidents must be reported immediately to local law enforcement authorities and to the employee's immediate supervisor.

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In addition, if using a:

- college vehicle, advise the appropriate College staff;
- rental vehicle, advise the rental car agency and the appropriate college staff;
- personal vehicle, advise personal insurer

6.0 Reimbursement and Rates

The rates for reimbursement are established in the Collective Agreements and Terms and Conditions of Employment currently in force for Academic, Support, and Administrative employees respectively.

The 'break even' distance at which it becomes more economical to use a rental vehicle is approximately 100 km each way. Therefore, for authorized use of a vehicle on College business, a rental vehicle from the College's provider would be the preferred option.

7.0 Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving on college business and when valid receipts are provided. Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed.

8.0 Taxis

Travel by means other than taxi is considered the norm, however, taxis may be justified in cases where:

- group travel by cab is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- taking a cab allows you to meet an unusually tight schedule for meetings; or
- other means of transportation are not available in a timely/predictable manner or would be unsuitable.

Taxis may not be used to commute to work or home except under exceptional circumstances; for instance:

- weather or health or safety conditions indicate it is the best, appropriate option;
- or transportation of work-related baggage or parcels is required.

9.0 Travel Limitations for Senior Management Team, Board Chair and President

Due to remote risk of a serious accident occurring during travel and the related impact on College leadership, there are limitations on travel of the President, Chair and Senior Management team. A focus remains on safe travel, risk and manageable travel expenses while maintaining the necessary controls and accountability.

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To mitigate risks a full department should not travel together on the same mode of transportation at the same time.

Vehicle Travel:

- No more than two of the President, Board Chair, Senior Vice-President of Corporate Services, and Senior Vice-President Academic can travel together in the same vehicle
- No more than 2 members of SMT can travel together in one vehicle

Commercial Air Travel:

- No more than three of the President, Board Chair, Senior Vice-President of Corporate Services, and Senior Vice-President Academic can travel together on one flight
- No more than 3 members of SMT can travel together on one flight

Train Travel:

- No more than three of the President, Board Chair, Senior Vice-President of Corporate Services, and Senior Vice-President Academic can travel together on one train
- No more than 3 members of SMT can travel together on one train

10.0 Accommodation

In the normal conduct of business, reimbursement for overnight accommodation within the College area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- employee is required to remain close to your college for periods long in excess of standard working hours; or
- employee services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling unless it is required for hosting outside guests and represents a more effective and economical alternative than paying for other hotel facilities or services.

Reimbursement will be made for single accommodation in a standard room.

In selecting accommodation, claimants should take into account the additional costs of transportation and/ or parking charges that could result in a higher total cost. Claimants will not be reimbursed for movie or game rentals, bar service, and other hotel services such as health clubs, personal grooming and spa services, etc. These services should be invoiced separately so they do not appear on the receipts being submitted.

For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.

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Penalties incurred for non-cancellation of guaranteed hotel reservations are the employee's responsibility and may be reimbursed only in an exceptional circumstance.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, a written explanation describing the purpose of the trip, identifying the host and the number of days must be submitted.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

11.0 Meals

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

Reasonable and appropriate meal expenses will be reimbursed at the meal rates when employees:

- are away from their principal campus (i.e., at least 24 km) over a normal meal period, breakfast should only be claimed after an overnight stay away from your home campus;
- have prior approval for the expense (e.g., a business meeting within the College area that must occur over lunch);
- are working continuously for more than three hours beyond normal working hours.

Northern College will reimburse meals that meet the above noted rationale on a per diem basis, unless purchased using a College credit card. Itemized receipts are still required for the Visa reconciliation process. Reimbursement will **NOT** be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences. To verify those meals not eligible for coverage, a copy of the agenda or itinerary should be submitted to your manager along with your request for travel expense reimbursement. Reimbursement is for restaurant or prepared meals only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim. If travel is a regular part of the job, meals will not normally be reimbursed unless prior approval has been obtained.

11.1 *Meal Rates*

Below are the maximum reimbursement rates for meal expenses. These rates include taxes and gratuities. Reimbursements for meals are intended to supplement meal costs and not necessarily cover the cost of the entire meal.

Meals	Maximum Amount
Breakfast	\$12.00
Lunch	\$17.00
Dinner	\$35.00

When more than one meal is eligible to be claimed in one day, employees may claim the full amount of the per diem for those meals without providing receipts for the transactions. For

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example, if an employee will be eating breakfast and lunch, the combined rate is \$29.00. This now becomes the per diem rate for the two meals, regardless of what is spent on each meal.

Even though the meal reimbursements are done on a per diem basis without the need to provide itemized receipts, the College still does not support the purchase of alcoholic beverages as part of the per diem rate. The per diem is issued to assist with the costs of the meal, any non-alcoholic beverages as well as tax and gratuities within the limits. Staff are still expected to pay for alcoholic beverages out of pocket without reimbursement.

Meals may not be claimed that are included in conference fees, flights, provided by your host, or in any other means already covered in your costs. Exceptions to the meal rates may be granted with the prior approval of a Senior Management Team member or the President under the following conditions:

- (a) The employee has submitted their request along with a clearly documented rationale which describes the circumstances and reason for the request, and
- (b) The rationale is reviewed and recommended for approval by a Manager of Finance

11.2 Meal Rates Outside of Canada

The College uses the Federal Government's reimbursement rates for meal expenses outside Canada as set out in the Appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive.

These documents are located on the Federal Government website <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> using their alphabetical listing of policies to look up the Travel Directive. The two relevant appendices are:

- Appendix C - Allowances - Modules 1, 2 and 36
- Appendix D - Allowances - Module 47

12.0 Other Expenses

12.1 Inter Agency Co-Operation

The College may provide support, including meals and refreshments, when hosting staff from other institutions, including BPS agencies and provincial ministries or agencies, during discussions or conferences on issues of mutual interest and/or cooperation that seek to further institutional and/or government objectives. Such expenses must be approved by a Vice President or their designate.

12.2 Work Related Expenditures for College Employees

Expenses such as meals and refreshments for work related activities and events involving college staff can be reimbursed if approvals are obtained from a Vice President or their designate. Examples would be activities intended to advance (i) the education and training of students and the public, (ii) the objects of the Colleges as defined in section 2.2 and 2.3 of the Colleges of

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Applied Arts and Technology Act 2002, (iii) the College's own strategic directions (iv) professional development of staff and (v) government policy.

12.3 Cash Advances

Cash advances will only be issued if the employee is not using a College credit card, unless there are other extenuating circumstances.

12.4 Passport, Visa and Immunization

Employees may be reimbursed for:

- the cost of a passport if travel is to the United States;
- the cost of a passport and/or visa, plus the cost of immunizations and medications for international travel.

12.5 Personal Care

If traveling on business for five consecutive days or more, reimbursement is allowed, within reasonable limits, for expenses such as:

- laundry
- dry cleaning
- hotel valet services (e.g., shirt pressing, suit steaming, shoe polishing, etc.)

Itemized receipts are required. There will be no reimbursement for personal or recreational items.

12.6 Tips/Gratuities

There will be reimbursement for reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid.

13.0 Telecommunication

With prior approval, use of BlackBerry or College cell phone for business purposes when traveling is allowed. Employees are responsible to know what is covered in the BlackBerry or cellular plan and how the College handles long distance or roaming charges. Wherever possible, employees are expected to use the least expensive means of communication, such as:

- calling cards; and
- Internet access.

Use audio or video conferencing whenever possible, as an alternative to travel. If employees are away on college business, reimbursement will be made for:

- (a) reasonable, necessary personal calls home for each night away; and
- (b) additional business expenses, such as:
 - business calls;
 - emergency calls from air or rail phones;

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- internet connections and computer access charges;
- facsimile transmissions
- word processing and photocopying services;
- rental and transportation of necessary office equipment

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