

**NAME: TRAVEL ALLOWANCE**

**PURPOSE:**

This policy sets out basic rules that apply to travel paid for by Great Plains College (GPC).

**POLICY GUIDELINES**

1. GPC will reimburse employees for reasonable expenses incurred for travel resulting from their employment. All out-of-province and out-of-country travel must be pre-approved in accordance with the Delegation of Authority. GPC follows the Public Service Commission (PSC) review date and rates as attached in Appendix A.

All reimbursement expense claims must be reviewed for accuracy by the authorizing signing authority as per the Delegation of Authority.

2. Travel:

- Employees are expected to travel by the most cost-efficient means available. When available, employees are required to use cars leased by GPC.
- Employees using privately owned vehicles shall be reimbursed as per the PSC rates. Employees are responsible for all operating and ownership costs, including maintenance, licensing and insurance associated with the use of privately owned vehicles. Employees are responsible for all costs incurred including incremental travel costs if a privately owned vehicle requires service while on GPC business.
- Car rental expense incurred on GPC business may be claimed. However, public transportation should be used where clearly it is less costly and circumstances permit.
- Where applicable, the maximum reimbursement to be paid shall not exceed an amount equivalent to the lowest, most cost-effective air fare to the approved destination.
- When an employee leaves his-her usual place of work by automobile for a destination outside the province, rate for "within the province" shall apply until such time as the employee crossed the provincial boundary. Thereafter, rates for outside the province shall apply.
- Reimbursement will not be made for travel between the employees' residence and the employees' usual place of work.
- Reimbursement truck rates are only applicable for authorized hauling of goods or materials on behalf of GPC.

3. Lodging:

- Actual and reasonable charges need to be supported by a receipt.
- First preference should be given to hotels which provide a preferred GPC rate or reasonable corporate, government or conference rate.

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- When travelling with a spouse-partner or pet an employee is required to reimburse the college for all incremental costs that exceed the single rate for the room.
  - As per the PSC rates an amount will be allowed for accommodation in private residences.
4. Meals:
- Reimbursement shall be for the approved meal rates (see Appendix A)
  - The amount payable for meals charged to the GPC MasterCard shall be for a reasonable and actual amount. Normally amounts charged should not exceed the per diem rate. Alcohol for personal consumption may not be charged to the GPC MasterCard and is not considered as part of a reasonable amount.
  - The college acknowledges that in some instances the PSC rates are not sufficient to cover costs based on locale, economy, venue, etc. In those instances meal rates may be reimbursed or charged to the GPC MasterCard up to a maximum of the PSC rate plus 15 percent provided receipts for actual costs are provided.
  - Meals for entertaining business associates or other authorized guests are considered a hospitality expense and should be entered on the expense claim as such. Approval for hospitality expenses is as required in the Delegation of Authority.
  - No claim for a meal allowance may be made for:
    - Breakfast, if the time of departure is later than 7:30 a.m. or the time of return is earlier than 8:30 a.m.
    - Dinner, if the time of departure is later than 11:30 a.m. or the time of return is earlier than 12:30 p.m.
    - Supper if the time of departure is later than 5:30 p.m. or the time of return is earlier than 6:30 p.m.
  - Meal allowances are not applicable when meals are included in travel packages, conference registrations, hotel rates, etc. Upon written confirmation from the provider that medical dietary requirements cannot be met, approval may be given for additional meal allowance charges.
5. Actual and reasonable charges will be paid for the following items:
- Taxis – Charges are allowable for taxi fare incurred on GPC business away from the employees' usual place of work. Receipts are required.
  - Meter parking to a maximum of \$10.00 per day without receipts.
  - Laundry Services – Charges are allowable for employees who are absent from their usual place of work for a period in excess of seven consecutive calendar days. Receipts are required.

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- Charges for business calls are allowable and whenever possible employees should use direct distance dialing. Reasonable charges for personal telephone calls are allowable when an employee is away from his-her usual place of work on GPC business.
  - Fax and high-speed internet charges are allowable when supported by a receipt.
  - Occasionally, employees will incur exceptional expenses in connection with the conduct of GPC business. Such expenses may be allowable if detailed, supported by receipts and authorized by the President.
  - Expenses incurred by an employee's companion are non-allowable expenses except on occasions of formal representation or protocol. Prior approval of the President is required.
6. Employees authorized to travel and remain overnight on GPC business outside their own locale shall be entitled to claim for actual and reasonable costs incurred in obtaining childcare if no other member of the family is available to provide such care. Prior approval must be received by their out-of-scope Director for childcare expenses required for Professional Development training.
  7. Employees travelling out of the country for GPC business shall be reimbursed for all vaccines, medical preventative prescriptions, additional health insurance and visas required. The cost for a passport is not reimbursable.
  8. All claims for reimbursement for travel expense are made on an expense claim form and must be submitted within the fiscal year that the expense is incurred.



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### Appendix A

#### Travel Reimbursement Rates

Public Service Commission:

Visit <http://www.cs.gov.sk.ca/601-A> for up-to-date information on travel allowance rates.

#### **Incidental Use for Private Vehicle:**

Car - minimum allowance of \$5.00 per day or \$1.50 per hour for actual usage to a maximum of \$6.00 per day

Truck - minimum allowance of \$5.00 per day or \$2.00 per hour for actual hauling time to a maximum of \$7.00 per day.

#### **Private Accommodation**

Public Service Commission rate will be paid for accommodation in private residences (Current rate is \$35.00 per day)