

TRAVEL EXPENSE POLICY

POLICY No.:	020
SCOPE:	All Faculty, Administrative and Support Staff
EFFECTIVE DATE:	January 2008
LAST UPDATED:	February 2010
SCHEDULED REVISION DATE:	October 2014
CONTACT:	Controller / VP Finance
APPROVAL:	Management Committee

TRAVEL EXPENSE POLICY, PROCEDURE AND REGULATIONS

POLICY:

Employees who travel on behalf of the University shall be reimbursed for reasonable expenses. The amount of reimbursement and authorization for travel must be approved by the Division Chair, Dean, Director, Registrar, Immediate Supervisor, Vice President, Finance and Administration or President, as applicable.

Vehicle Rental

Employees are encouraged to rent automobile through the approved ISI University Groups Service Providers and are required to purchase applicable insurance coverage at the rental agency as NSCAD University's insurance will not cover liability or collision. These providers include Enterprise Car Rental with ISI or Budget Rent a Car with CAUBO.

Should an Employee decided to use his/her own vehicle he/she must be responsible for obtaining his/her own vehicle insurance coverage. Those employees who use private automobiles on University business and receive an allowance based on mileage or otherwise should ensure that they have an appropriate endorsement to their policy (if necessary), as the University's insurance policies do not cover individuals.

Medical Insurance

Employees who are required to travel out-of-province or out-of-county and are not covered under the University's medical insurance plan are responsible for arranging their own additional medical insurance coverage. *Please contact the Human Resources or Payroll Department for a listing of War Zones requiring additional coverage.*

Miscellaneous Expenditures

Laundry and valet services will not be allowed unless absence is in excess of five days.

Expenses related to entertainment of guests and expenditures designated as "sundry" will not be allowed.

PROCEDURE :

To apply for reimbursement, employees must complete a "Purchase Order" form after completing the journey. The source and amount of any outside financial assistance received must be indicated.

When a **travel advance** is required, an approved "Request for Travel Advance" (Purchase Order) must be submitted to the Office of Finance and Administration, allowing sufficient time for the cheque to be approved. Employees are responsible for the total amount of the advance until such time as it is deducted from the expenses itemized on the Statement of Travelling Expenses. Upon completing the travel the previously completed "Travel of Expenses" form should be updated with the actual expenditures. The difference will either be refunded to the employee within two weeks of journey's end or reimbursed to the University, as appropriate.

Receipts or vouchers are required for fares, hotel accommodations, and all other items except meals, telephone calls, gratuities and taxi fares under \$10.00.

REGULATIONS :

Expenses:

The following fixed rate expenses are maximum allowances which may be claimed in lieu of providing receipts. If receipts are provided the actual amount on the receipt will be reimbursed. The difference between the receipt and the per diem may not be claimed.

- a) Personal Vehicle Use \$0.40 cents per km
- b) Meal Allowance (for travel in excess of 24 consecutive hours)
 - \$10.00 Breakfast
 - 15.00 Lunch
 - 20.00 Dinner
 - \$45.00 Per Day

Above amounts include gratuity of up to 15%.

Meal allowance should not exceed \$45.00 per day for each 24 hour period with or without receipts.

e.g. 5 days of consecutive travel - meal allowance should not exceed \$225.00.

Out of Country Travel: The amounts above will be provided in the currency of the Country travelled to.

Employees travelling to conferences or workshops where meals are included in the registration fee will not be reimbursed for alternative meals. Should an employee

choose to purchase meals at an alternate location for an additional cost he/she will bear the cost of those meals.

c) Transportation expenses will be reimbursed within limits, as follows:

Air - economy rate by the most direct route by a regular airline operating on a daily schedule. Advanced seat selection purchase must be at the expense of the individual travelling and will not be reimbursed.

Boarding Passes must be included with the receipt in order to approve payment.

Rail - fare not to exceed first class transportation.

Automobile outside Atlantic Canada - determined on basis of cost of air travel for the most direct route to the same destination - the lower cost is reimbursed.

Ground Transportation - based on prevailing limousine rate at the airport's location or, if limousine is not available, necessary taxi and bus fares.

Use of University Visa

Regardless of per diem rates or the travel policy statements, should the University Credit Card be used to make purchases, all receipts must be submitted to the Finance Office to approve purchases.