

<b>Title</b>	<b>Business Travel and Related Expenses</b>		
<b>Parent Policy</b>	1079	<b>Responsible Office</b>	Financial Services
<b>Classification</b>	Administrative	<b>Effective Date</b>	2023-Jul-05
<b>Category</b>	Financial Management	<b>Document No.</b>	1079-PR
<b>Approval</b>	Office of the Vice-President, Finance and Operations		

This procedure is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements, terms of employment and the parent policy.

The most up-to-date versions of the University's procedures are posted on the policy and procedure website. If you've printed this procedure, check the website to ensure you have the current version.

The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

## 1.0 PURPOSE

The purpose of this Procedure is to establish the processes under which reimbursements are made for reasonable out-of-pocket expenditures while on university business. Reimbursements under this Procedure are issued in a manner that considers:

- sustainability and environmental impact of travel and travel arrangements;
- financial responsibility, minimizing risk and maximizing value for money;
- the University's commitment to equity, diversity, inclusion and accessibility; and
- compliance with statutory, contractual, funding agency, accounting and reporting requirements.

## 2.0 SCOPE AND COMPLIANCE

This Procedure extends to the University's Board members, **Employees**, students, volunteers, **Contractors** where specified in their contracts, and all academic, administrative, research activities and operations undertaken by the University.

This Procedure does not apply to hospitality expenditures, gifts, or honorariums.

## 3.0 PROCEDURE

### 3.1 GENERAL PRINCIPLES

#### 3.1.1 Modes of Travel

Once travel is authorized, the most direct, practical, and cost-effective route and mode of travel is used. Consideration should be provided to eliminate or reduce the production of greenhouse gas emissions.

Additional costs for enhanced modes of travel, such as first-class airfare or hotel/motel executive suites are not considered reimbursable expenses.

Costs pertaining to accommodation of identity grounds (e.g., disability, age, and family status) will be considered.

The **Corporate Program** must be used for booking Employee airfare and car rentals. Board members, students, volunteers and Contractors are encouraged to use the corporate travel program to access corporate discounts.

### 3.1.2 Net Expense

Where a **Claimant** receives a discount, credit, or bonus for a travel expense that reduces the original travel cost, only the net expense may be claimed. This is not applicable when the Claimant receives a rebate, credit, or privilege for using a personal credit card.

### 3.1.3 Receipts

Expense claims (other than meal per diems) must be supported by electronic itemized receipts.

### 3.1.4 Loyalty Programs

Air fares must be purchased through use of university corporate credit cards (i.e., not paid by the Claimant personally). Where all other expenses have been paid personally, the University allows benefits accrued under such loyalty programs to be used for business and personal use. Claimants that use these benefits for personal use will ensure compliance with the [Canada Revenue Agency](#) rules related to self-reporting of loyalty points. Claimants must not make travel arrangements prioritizing preferred travel providers in order to collect loyalty points.

## 3.2 PRE-APPROVAL REQUIREMENTS

### 3.2.1 Pre-Approval Authorities

**Business Travel and Related Expenses** require pre-approval. Approval levels are:

Destination	Approval Authority	Documentation
Within Canada	Supervisor or Manager at least one level up from Claimant on the organizational chart. Approval is also required by the individual who has been delegated the appropriate spending authority under the <i>Signing Authority Policy</i> . This may or may not be the same person.	<i>Travel Request Pre-Approval Form</i>
International (Outside of Canada)	Same as 'Within Canada' (above), AND minimum of Vice-President of relevant business unit* or President.	<i>Travel Request Pre-Approval Form</i>

\*The relevant business unit is determined based on the department or faculty unit to which the costs will be incurred.

### 3.2.2 Travel Request Pre-Approval Form

The Claimant provides the appropriate approval authority with a *Travel Request Pre-Approval Form* which outlines the business purpose for travel and shows the estimated costs in foreign (if applicable) and Canadian dollars.

The *Travel Request Pre-Approval Form* will include information on amounts that are reimbursable from a third-party to facilitate third-party billing.

The *Travel Request Pre-Approval Form* will include the following information on expenses that, while not covered under this Policy and Procedure, may be covered through another agreement with a third-party:

- The name of the agreement and the legal entity to which the agreement applies; and
- The identification number (such as a contract number) of the agreement.

### 3.2.3 Responsibilities of Approval Authority

When pre-approving Business Travel and Related Expenses, the approval authority is accountable for ensuring that the nature and purpose of the business travel expense comply with the Business Travel and Related Expenses Policy, Procedure, Appendices and Directives, and any other relevant contracts, grants, or funding agreements. The **Approver** should consider whether the expense is necessary, travel alternatives exist, and the most sustainable and cost-effective method of travel has been identified.

A copy of the fully approved *Travel Request Pre-Approval Form* must be submitted to the University's Financial Services Department prior to the business travel.

### 3.2.4 Assigning of Business Travel Number ('Trip Number')

Financial Services assigns a sequential reference number (**Trip** number) to the business travel and communicates this Trip number to the Claimant. Financial Services may require up to 10 business days to respond to a Trip number request.

## 3.3 AIR TRAVEL

### 3.3.1 Booking of Flights

Claimants will use university-approved corporate programs to book flights and arrange for payment through a university-issued corporate credit card.

Wherever possible, Claimants will book air travel well in advance or use the University's advanced purchase fares (e.g., Harbour Air and Helijet). However, fares selected for purchase must include credit or refund for cancellation or travel changes. For clarity, this will often exclude the fare class "Economy Basic".

When booking local airfare such as Helijet and Harbour Air, Claimants must ensure that travel is booked using advanced purchase fares such as Quick Tickets or Turbobucks.

### 3.3.2 Exceptions to Economy Fare

Travel by air at a class higher than economy requires pre-approval by the Vice-President of the division or faculty where costs will be incurred or the President in the case of a Vice-President. These instances will only be considered in circumstances where the one-way time in the air is over eight (8) hours in duration.

### 3.3.3 Cancellation of Flights

On the rare occasion that travel was paid for personally by the Claimant (3.3.1), the University will reimburse the Claimant where cancellation has occurred prior to the scheduled departure date, so long as it was necessitated by either:

- sickness, bodily injury, or death of the Claimant or immediate family member;
- complications related to pregnancy of the Claimant;
- the Claimant being required to attend jury duty or being subpoenaed as a witness;
- the unilateral cancellation of business activities by the person with whom the meeting has been arranged in advance;
- non-issue of a travel visa for reasons beyond the control of the Claimant, other than late application;
- redirection of travel by the University; or
- travel advisories.

For the purposes of this Procedure, immediate family member is defined as a Claimant's parent, step-parent, spouse, child, step-child, brother, sister, father or mother in-law, grandparent, grandchild, son or daughter in-law, and any other relative permanently residing in the Claimant's household or with whom the Claimant resides.

Where reimbursed cancellations result in travel credits accruing in the name of the Claimant, the University reserves the right to control such credits and/or commence the debt recovery process to recover transaction costs from the Claimant.

## 3.4 GROUND TRANSPORTATION AND VEHICLE RENTALS

### 3.4.1 Reasonable Expenditures

Reasonable expenditures for taxis, ride sharing, and public transportation (i.e., trains, hotel shuttle buses, public buses, metro) to and from airports, between appointments, accommodation locations and meeting locations are reimbursable, including gratuities for service. Claimants are encouraged to consider the most economical and low emission form of transportation.

### 3.4.2 Vehicle Rentals

When selecting a rental vehicle, an electric, hybrid or fuel-efficient car is preferred; however, the size and type of rental vehicle should be appropriate for the number of people in the car, road conditions, availability of electric charging infrastructure, and nature of need.

Wherever possible, vehicle rental booking and fees shall be paid using the university-issued corporate credit card.

Reimbursable expenses include rental fees, liability, collision and comprehensive insurance costs (see section 3.4.3), fuel charges, and kilometer/mileage charges by the car rental agency. In-car navigation systems and electronic toll payments (where appropriate) are reimbursable expenses; however, all other convenience options are non-reimbursable.

### 3.4.3 Rental Vehicle Insurance

Claimants should follow the instructions provided at the following link to ensure that they and the University are adequately covered regarding risk and liability:

<http://www2.gov.bc.ca/gov/topic.page?id=DE9F5D24BA214171B7DBF0B8CF8C7DE1>

If a Claimant is booking the rental on the corporate credit card, all rental agency offers of collision damage waivers must be declined in order to maintain insurance provided under the corporate credit card policy.

The Claimant must ensure that adequate third-party liability, in an amount not less than \$1 million and comprehensive insurance is covered. If, for any reason, the Claimant cannot book and pay for the rental vehicle using a university-issued corporate credit card, the Claimant will be required to also purchase collision insurance.

### 3.4.4 Private Vehicle Reimbursement Rates

Claimants using their private vehicle for university business will be reimbursed at a rate set out in Appendix A.

### 3.4.5 Calculation of Kilometers

For Claimants whose **Usual Place of Work** is based at the University campus, distances should be claimed from the University campus except where the Claimant is departing from home and the distance from home is shorter than the distance from the University. For Claimants not based

at the University campus, distances should be calculated based on the Claimants' Usual Place of Work.

#### **3.4.6 Private Vehicle Insurance**

Claimants who use their private vehicles for university business are responsible for obtaining appropriate vehicle insurance. The cost of insurance coverage is considered a part of "operating costs," which is covered by the cents-per-kilometer reimbursement as set out in Appendix A.

#### **3.4.7 Taxies/Ride Shares**

Claims for taxi or ride share costs while traveling on business will be reimbursed only when other more economical means of transportation are either unavailable or unsuitable.

#### **3.4.8 Ferries**

Ferry fares and reservation fees will be reimbursed at the rate shown on the itemized ferry receipt. Claimants are responsible for the costs associated with cancellations, except in circumstances indicated in section 3.3.3 or other exceptional circumstances (i.e., they are involved in a traffic accident en route).

#### **3.4.9 Miscellaneous Costs**

Miscellaneous transportation expenses such as parking and road tolls are reimbursable subject to the presentation of electronic itemized receipts.

### **3.5 MEALS, INCIDENTALS, AND ACCOMMODATIONS**

#### **3.5.1 Meal and Incidental Per Diem Rates**

When a Claimant is traveling on university business, reimbursement is made for meals and other incidentals in accordance with the per diem rates and rules established in Appendix A.

The University may not reimburse a Claimant for meals which are already included in another expense (i.e., training courses, conference fees, airline tickets). Claimants with a need that prevents them from participating in a provided meal (e.g., religious, cultural, medical restriction, business need) may be reimbursed in accordance with the rates outlined in Appendix A.

Claimants are encouraged to claim per diems and arrange payment of meals through a method other than through the use of a university-issued corporate credit card, for example cash or a personal debit or credit card.

If hospitality expenses are incurred as part of a Trip, the *Hospitality Policy* rules and limits will apply. In such cases, the Claimant must provide the following additional information: attendees, purpose of the hosted event or employee-only hospitality, and dates.

#### **3.5.2 Accommodations and Booking**

When a Claimant is traveling on university business and overnight accommodation away from the Claimant's residence is necessary, reimbursement is made for the actual cost of reasonable accommodation in a hotel, motel or other similar establishment with the required itemized receipt or paid invoice.

Claimant's are encouraged to book accommodation through the use of the corporate program, however hotel/motel alternatives such as AirBnB and VRBO are acceptable provided the all-inclusive cost is competitive with hotel/motel options. Additional costs for the use of a kitchen unit in a hotel/motel cannot be claimed.

Claimants should be mindful of the University's public sector status when choosing accommodation; select the most cost-effective property that meets the business requirements including:

- supplementary costs for internet access, cleaning and parking fees;
- health and safety considerations, including the destination's cultural norms;
- business meeting/conference location and associated travel costs; and
- Green Key rated accommodations.

Guaranteed late arrival and check-out charges are permissible.

South Vancouver Island accommodation is not reimbursable for Claimants ordinarily resident in the region. South Vancouver Island is considered to be south of the city of Nanaimo and covers Port Renfrew and the Cowichan Lake area.

### **3.5.3 Additional Occupant**

If the accommodation fees include charges for additional occupants not traveling on university business, the charges for the additional occupants are personal and not reimbursable expenses.

### **3.5.4 No-Show Charges**

No-show charges will only be reimbursed if incurred due to external travel circumstances beyond the Claimant's control such as a delayed flight, cancellation, or medical emergency (section 3.3.3).

### **3.5.5 Private Accommodation Rate**

Claimants may be reimbursed for modest gratuitous gestures of appreciation for colleagues, relatives or friends who provide accommodation or meals, up to amounts outlined in Appendix A.

## **3.6 OTHER TRAVEL COSTS**

### **3.6.1 Local and Long-Distance Charges**

It is the Claimant's responsibility to ensure that the most cost-effective means of communication is used. Wi-fi calling is encouraged, however local and long-distance business and internet business usage charges are reimbursable expenses. Personal calls and internet usage that allow Claimants to stay in reasonable contact with their immediate family are also reimbursable.

### **3.6.2 Call Plans**

Call plans arranged by the University or its operations outside of Canada should be used if and where applicable when it is the most cost-effective means of communication. For example, purchases of international phone cards in the host country or the purchase of an e-sim card are reimbursable, providing this is the most economic means of communication.

### **3.6.3 Courier and Mail Charges**

Courier and mail charges are reimbursable for business-related materials being shipped to/from the Claimant's location.

### **3.6.4 Gratuities ('Tips')**

Gratuities/tips are a reimbursable expense and should be appropriate to the location, service level and local protocol and will not exceed the rates provided in *Appendix A*.

### 3.6.5 Dependent Care

Overnight dependent care expenses when traveling may be required under special circumstances. Dependent care expenses must be pre-approved by the Vice-President of the relevant department or faculty to which the costs will be incurred.

### 3.6.6 Combining Personal Travel

Pre-approved travel that combines university and personal business will be reimbursed at the lesser of actual transportation expenses that would be incurred if the personal travel had not taken place. Additional expenses arising from personal extensions to business travel are the Claimant's responsibility. Documentation submitted with the expense report must include support to verify the quantum of the additional costs.

## 3.7 SUBMISSION OF EXPENSE CLAIMS

### 3.7.1 Expense Reports

All expense claims must be submitted by or on behalf of the Claimant using the appropriate *Expense Claim Form* and includes the approval of the Approver to which the costs will be incurred.

The *Expense Claim Form* must include the Trip number assigned by Financial Services when the *Travel Request Pre-Approval Form* was submitted and provide details on other travel expenses for the Trip which have been paid by the University (either directly through Financial Services or to the Claimant prior to the Trip). This will allow Financial Services to review the total Trip costs against the pre-authorized travel submission.

The *Expense Claim Form* will include the following information to support meal and incidental per diems:

- Travel itineraries or transportation receipts with departure time and return time where per diems for meals will be claimed.

Claimants may be required to produce documentation regarding meals already provided under another expense up to 2 years after their *Expense Claim Form* has been submitted in order to support the internal audit process. Documents that may be requested are conference/workshop/training course agendas, airfare tickets and/or boarding passes, or other transportation receipts.

### 3.7.2 Multiple Trips

Where a Claimant is claiming for multiple Trips, each Trip (as defined in section 5.0) must be submitted on a separate *Expense Claim Form*.

### 3.7.3 Deadline for Submission

All *Expense Claim Forms* must be submitted by the earlier of:

- within 20 business days of completion of travel; or
- by the fiscal year end (March 31) of the year in which the travel was completed, whichever is earlier.

### 3.7.4 Documentary Support

In addition to the *Expense Claim Form*, the following documents must be submitted for the processing of an expense claim:

- Electronic itemized receipts for all expenditures in accordance with section 3.1.3 attached to the relevant *Expense Claim Form*.



*Expense Claim Forms* and accompanying documentary support not submitted in accordance with this Procedure will be returned unpaid to the Claimant for re-submission.

### **3.7.5 Denial of Claim for Reimbursement**

The University reserves the right to deny reimbursement of expenses where the *Expense Claim Form* is not submitted within the deadline established in section 3.7.3, or with the appropriate supporting documentation as outlined in section 3.7.4.

### **3.7.6 Reconciliation of Pre-Approval to Actual Expense**

Where an actual expense is 5% greater than the estimated cost on the *Travel Pre-Approval Form*, the Claimant must request additional authorization from the Approval Authority and submit to Financial Services.

### **3.7.7 Ineligible Expenses Charged to a Corporate Credit Card**

The University reserves the right to obtain reimbursement from an Employee for charges incurred on a University issued corporate credit card that do not comply with the *Business Travel Expense Policy, Procedure, Appendix*, and any related *Directives* (see also *Credit Card Policy and Procedures*).

### **3.7.8 Missing Receipts**

Where an itemized receipt is required for reimbursement but is missing and/or unattainable, the Claimant must note the missing receipt on the *Travel Expense Form* and submit the *Declaration of Missing/Lost Receipt Form*.

## **3.8 INTERNATIONAL TRAVEL**

### **3.8.1 Travel Advisories and Global Assistance**

It is the Claimant's responsibility to verify there are no travel advisories for their destination by checking the Government of Canada Travel Advisory website:

<https://travel.gc.ca/travelling/advisories>

Claimants are encouraged to register their Trip with the University's global assistance program, International SOS ("iSOS") for medical and security information specific to the travel destination. Medical and security support, including emergency support, is also available. More information can be found on the Our People website:

<https://ourpeople.royalroads.ca/services/business-travel/business-travel-assistance>

### **3.8.2 Reimbursable Expenses**

For international travel, the University will reimburse costs of all necessary inoculations and preventative medication, less any amounts reimbursed by the Claimant's health and extended health plans. Passport fees, photo fees, and visa fees can be claimed if they were obtained for the purposes of business travel.

### **3.8.3 Foreign Exchange**

Foreign exchange fees and traveler's cheque fees may be claimed with electronic itemized receipts. Actual exchange rates charged on supporting documentation (e.g., credit card statement, currency exchange slips) should be used if available. Where an exchange rate is not available, currency should be converted to CAD \$ at the average exchange rate that was in force over the duration of the Trip. When doing so, the Bank of Canada rates must be used and attached to the foreign expense claim.



## 3.9 INELIGIBLE COSTS

### 3.9.1 Ineligible Personal Costs

The following expenses are considered personal expenses and will not be considered on expense claims:

- interest charges on outstanding credit card balances;
- annual or monthly fees charged on bank accounts or credit cards;
- uninsured losses from vehicles;
- travel insurance for University Employees, without evidence that the University's existing insurance was not available to the Claimant;
- parking and traffic fines;
- personal expenses including hotel pay movies, sporting events, excursions, and similar items;
- laundry and dry cleaning on Trips of less than a week;
- lost or stolen tickets, cash, or personal property;
- hairdresser/barber or other personal care;
- spa/massage fees or club fees;
- mini bar purchases;
- excess personal baggage (except where it relates to teaching, recruitment, research and promotional materials);
- alcoholic beverages;
- political donations;
- charity donations;
- hotel room damage or cleaning charges;
- mail and courier charges for return of left, lost, or stolen personal items while on university business travel;
- hospitality expense (see *Hospitality Policy*); and
- gift cards/certificates (see *Gifting Policy*).

This list should not be considered an exhaustive or definitive list. Claimants must have due regard to the public environment that the University operates in when submitting expense claims. The University reserves the right to deny reimbursement of expenses considered outside the scope of the *Business Travel and Related Expenses Policy, Procedure, Appendices*, and related *Directives*. Individuals in doubt as to whether an item is claimable should seek clarification from either their manager or Financial Services before incurring costs.

## 3.10 TRAVEL ADVANCES

### 3.10.1 Approval

Claimants should, where possible, arrange payment of travel and accommodation costs using university-issued corporate credit cards or the Financial Services Department.

Non-Employees are not eligible for travel advances.

Travel advances can be issued to Employees with prior approval by the Approver to which the costs will be incurred and the Director, Financial Services, to a maximum of CAD \$2,000, or for higher amounts by the Vice-President responsible for the department or faculty where the costs will be incurred, in the following circumstances:

- Travel is planned to a remote (usually overseas) location where credit cards have limited application;

- Anticipated expenditures are unlikely to be chargeable to a credit card;
- The lengthy duration of an overseas Trip precludes being reimbursed for the requested portion of the advance before personal credit card charges can be paid;
- The Employee does not have a university-issued corporate credit card that they can use for travel purposes; and
- When approved in other extenuating circumstances.

The amount to be advanced cannot exceed the estimated reimbursable travel costs (less any amounts to be paid in advance by the University or on a university-issued corporate credit card).

Travel advances are not available for amounts less than CAD \$400.

### **3.10.2 Deadline for Submission**

Requests for travel advances must be submitted in writing on a *Travel Request Pre-Approval Form* no later than ten (10) business days before the advance is required, and the form must be signed by the Vice-President responsible for the department or faculty of the Claimant. Approved advances will be paid no sooner than five (5) business days in advance of the departure date.

### **3.10.3 Clearing of Travel Advance**

The Claimant must submit an expense claim within twenty (20) business days of the return of the Trip. The Claimant is personally responsible for clearing the cash advance balance through the submission of an *Expense Claim Form* with appropriate receipts or paid invoices and reimbursing the University for any outstanding portion of the advance. Each travel advance will be applied to a specific Trip number. If previous expense claims have not been submitted where a travel advance is given, processing of subsequent claims may be delayed.

## **3.11 INSURANCE**

### **3.11.1 Travel Insurance**

The University's eligible staff and faculty are covered through group benefits provided under the University's Group Extended Health Benefit Plan (EHB). This insurance provides 100% co-insurance for travel, out-of-country emergencies for Employees, spouses, and dependent children. However, travelers should contact the University's EHB provider before traveling to verify coverage. For further details please refer to the University's Our People website or contact Human Resources.

As Employees are covered through the University's group policy, additional travel insurance will not ordinarily be a reimbursable expense.

### **3.11.2 Health Insurance**

Regular ongoing or temporary, full-time, and part-time Employees covered by the Basic Medical Services Plan and by the University's Group Extended Health Benefit Plan (EHB) are insured for out-of-province hospitalization and physician costs. For details, please refer to the University's Our People website or contact Human Resources.

### **3.11.3 General Liability Insurance**

All Employees on university business have general coverage through the BC University, College & Institute Protection Program. Further details of the insurance and requests for proof of liability insurance can be obtained from Financial Services.

#### 3.11.4 Workers' Compensation Board

University Employees who are injured while performing university business away from their Usual Place of Work may be eligible for BC Workers' Compensation Board benefits. Inquiries concerning WCB coverage for specific situations should be made to Human Resources.

## 4.0 ACCOUNTABILITIES, ROLES & RESPONSIBILITIES

### 4.1 Executive

- 4.2.1 The President, as delegated by the Board of Governors, has accountability for the management and implementation of strategies to ensure all expenditures support the University's business objectives and mission.
- 4.2.2 The President and Vice-Presidents are accountable for promoting a culture of high standards of ethical conduct and integrity in supporting the prudent and judicious use of university funds.
- 4.2.3 The Vice-President, Finance and Operations, as delegated by the President, leads the coordination of activities aimed at ensuring consistent and appropriate management of business travel and related expenses.

### 4.2 Vice-President, Finance and Operations

Administration of the *Business Travel and Related Expenses Procedure* is delegated to the Vice-President, Finance and Operations whose responsibility is to:

- 4.3.1 coordinate business travel and related expense activities and procedures;
- 4.3.2 monitor and report on business travel and related expenses through periodic review of activities associated with the University's financial reporting framework; and
- 4.3.3 to articulate this Procedure and subsequent revisions.

### 4.3 Responsible Office

As delegated by the Vice-President, Finance and Operations, Financial Services coordinates all business and travel expense activities and procedures and maintains appropriate internal controls that support consistent and appropriate financial reporting and use of university funds.

### 4.4 Claimants

Are responsible for being familiar with the parent policy, this Procedure, and related appendices and directives.

### 4.5 Approvers

Are responsible for understanding and applying the parent policy, this Procedure, and related appendices and directives.

## 5.0 DEFINITIONS

**Approver** means the person with authority to make approvals of expense claims under the *Business Travel and Related Expenses Policy*.

**Business Travel and Related Expenses** means the costs and allowances incurred by an individual during university business travel which include:

- travel such as transportation, accommodation, meals, and incidentals; and
- expenses paid by reimbursements of expense claims, purchases on university-issued credit cards and expenses related to the above activities.

**Claimant** means any person making a claim under the terms of the *Business Travel and Related Expenses Policy*.

**Corporate Program(s)** means a program, arrangement or agreement with external suppliers set up for use by Royal Roads University.

**Employees** mean all persons on the payroll of the University.

**Trip** means travel outside of the Claimant's Usual Place of Work. A Trip begins on the date a Claimant leaves their Usual Place of Work and ends on the date a Claimant returns to their Usual Place of Work. A Trip may include multiple purposes, cost centres, and personal travel.

**Usual Place of Work** means the location where a Claimant performs their duties or services for or on behalf of the University.

## 6.0 INTERPRETATION

Questions of interpretation or application of the parent policy (if any) or this Procedure will be referred to the Vice-President, Finance and Operations, whose decision is final.

## 7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- [Business Travel and Related Expenses Policy](#)
- [Credit Card Policy/Procedures](#) (for employees)
- Gifting Policy (under development)
- Hospitality Policy (under development)
- Honorarium Policy (under development)
- [Travel Forms and Documentation](#) (for employees)
- [Frequently Asked Questions](#)
- [SharePoint Travel site](#)

Legislation and Information

- *Freedom of Information and Protection of Privacy Act (FOIPPA)*

## Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2023-May-16	Approved by VPFO; rescinded Business and Travel Expense Directive and Business and Travel Expense Rate Schedule
2023-Jul-05	First implementation and effective date
<hr/>	
2024-Jul-05	Next Review

## Appendix A: Business and Travel Expense Rate Schedule

### 1.0 PRIVATE VEHICLE ALLOWANCE

Where a private vehicle is used on university business, reimbursement shall be:

- Effective April 1, 2022 - \$0.61<sup>1</sup> per kilometer

The private vehicle allowance does not apply when using leased, rental or government vehicles.

### 2.0 PRIVATE VEHICLE DAMAGE REIMBURSEMENT

Where an Employee's private vehicle is damaged while in use on university business, the University shall reimburse the lesser of actual vehicle damage repair cost or the Employee's insurance deductible to a maximum of \$706.09<sup>1</sup> per occurrence. This section will not apply where a court holds that the Employee or driver of the vehicle is guilty of willful, wanton, or gross negligence.

### 3.0 MEALS AND INCIDENTAL PER DIEMS

#### 3.1 Traveling in Canada

All meals while traveling (other than hosted meals) can be claimed as a business expense up to the amounts listed below:

Effective April 1, 2022 <sup>1</sup>								
Breakfast (B) Only	Lunch (L) Only	Dinner (D) Only	Full Day Meals	B&L Only	L&D Only	B&D Only	Incidentals	Full Day Meals & Incidentals
25.00	25.00	34.50	84.50	50.00	59.50	59.50	15.00	99.50

- Where the Claimant has paid for the meal on a corporate credit card, any expenditures in excess of the above amounts or expenditures on alcohol will be deducted from the Claimant's other expense claims, and the Claimant will be required to reimburse the University.
- Where the Claimant personally paid for a meal, the amounts above will be reimbursed to the Claimant as a per diem. No receipts are required for reimbursement.
- Unless otherwise expressly provided for in the *Business Travel and Related Expenses Policy and Procedure*, the reimbursement rates above cover meals and other out-of-pocket travel expenses.
- Where travel is for a partial day, only meals that are applicable to that portion of the day in accordance with the above schedule spent on travel can be claimed. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast, before 12:00 p.m. to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner.

<sup>1</sup> In line with Appendix 1 of the BC Government Travel Allowances: [https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix\\_1\\_travel\\_allowances.pdf](https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf)

- Where a meal is provided without charge, or is included in a conference, course or flight, no claim for that meal can be made.
- Incidentals may only be claimed for each full 24-hour period of travel. Travel length of less than 24 hours does not qualify for an incidental claim.

### **3.2 Traveling to the United States**

For travel to, from and within the United States, the meal and per diem rates specified in subsection 3.1 will be applied in U.S. currency.

### **3.3 Traveling to Foreign Locations**

For travel to, from and within a foreign location, the meal and per diem rates shall be calculated from the “Meal Rates at Locations Abroad” published by Canada Revenue Agency under their Travel Directive Appendix D – Daily Meal Rates at Locations Abroad at:

[https://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng%22%20/l%20%22s140-tc-tm](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng%22%20/l%20%22s140-tc-tm)

### **4.0 PRIVATE ACCOMMODATIONS**

Claimants may be reimbursed for modest gratuitous gestures of appreciation for colleagues, relatives or friends who provide accommodation or meals, up to \$37.29<sup>1</sup> per night with an itemized receipt.

### **5.0 GRATUITIES (‘TIPPING’)**

A maximum gratuity of 18 percent will be allowed on meals and other expenses. A gratuity of 22 percent will be reimbursed if imposed by the establishment for large group gatherings.

### **6.0 RELATED POLICIES**

- Business Travel and Related Expenses Policy
- Hospitality Policy (under review)
- Gifting Policy (under review)
- Credit Card Policy and Procedures