
Travel Policy

Policy Number:	2106
Key Process Area:	Finance
Owner:	VP FA
Current Approved Date:	Sept. 26, 2022

POLICY STATEMENT

NBCC values leadership with integrity and demonstrates that by taking pride in its collective accountability. All Employees are expected to be accountable for their actions and must conduct themselves in such a way as to instill public confidence and trust in the College.

PURPOSE

This policy outlines NBCC's commitment to accountability by providing guidance regarding:

- Scope and Limitations of this policy's applicability;
- Determination of reasonable travel expenses eligible for payment and/or reimbursement by the College; and
- Roles and Responsibilities regarding the application of this policy so as to ensure that checks and balances (i.e. internal controls) and processes adequately support the College's robust financial activities.

SCOPE AND LIMITATIONS

This policy applies to all staff (Employees) and partners of NBCC. Compliance with this policy is a condition of employment.

This policy does not apply to the specific remedial or corrective action (e.g., discipline and/or learning and development plans) which may appropriately result from contraventions of this policy. Such matters shall be governed by related performance management policies and procedures as well as collective agreements (as applicable). The Employer assumes no obligation to pay expenses that are not in compliance with this policy.

1.0 DEFINITIONS

Accountability – Responsibility and answerability to an NBCC manager or supervisor to achieve operational, policy and program objectives within the framework of the applicable legislation, regulations, and College policies and procedures to an agreed-upon quality using College Resources.

Allowance – An authorized amount that may be claimed in lieu of actual expenditures for specific items, such as per diem, mileage.

College Community Member - Any person who studies, teaches, conducts research, or works at or under the auspices of the College, including, but not limited to:

- any person who is an employee of the College;
- Students of the College;
- Visiting Scholars, and any other persons while they are acting on behalf of or at the request of the College; and
- a contractor engaged by the College.

Employee – A person who is subject to an employment agreement with NBCC, meets the definition of Employee under the Public Service Labour Relations Act and any further description within NBCC collective agreements.

Employer – NBCC as an entity that hires people to accomplish a task and pays them for their labour, defines the responsibilities and requirements of the position(s) an employee fills, and can direct employees to complete tasks according to their standards. NBCC.

Field Status – Designated by the President/CEO or designate and applies to those employees who are normally required to work away from their point of assembly and on a day-to-day basis, do not work in an office, institution or plant, or other similar fixed location as a normal point of assembly.

Headquarters Area – An area surrounding the Employee's assigned workplace having a perimeter that is at a driving distance of 16 kilometers from the employee's place of work, measured by the most direct, safe, and practical road route.

Manager – Individual assigned supervisory responsibilities by the President/CEO.

Place of Work – The fixed and precise location at which an Employee must report to work each day, except with in Travel Status; or an assigned area which the Employee's job must cover rather than reporting to a fixed and precise location.

Receipt/Voucher – An original document or electronic copy (converted from non-electronic to electronic format), that serves as evidence of the disbursement of funds. Credit card slips are not considered an acceptable receipt/voucher.

Travel – Movement of an Employee (e.g., ground and air transportation) for attendance at and/or participation in face-to-face locations, whether required due to employment or voluntary activities, related to:

- Business or instructional environments related to employment.
- Official or social NBCC functions.
- Education programs or opportunities (e.g. conference or seminar).
- Such other purposes as may be approved by the Employer.

Travel Card - NBCC credit card issued in Employee's name.

Travel Status – Occurs when an Employee is on authorized college Travel outside the Headquarters Area.

2.0 ROLES AND RESPONSIBILITIES

2.1 General

- All Travel requires approval by the President/CEO or their designate.
- The Employer has the responsibility to authorize and determine when college travel is necessary, and to ensure that all travel arrangements are consistent with the provisions of this policy.

Travel costs are reimbursed as follows:

- Wherever practical, Employees are expected to travel by the most direct route and use the most economical means of transportation, considering the travel time involved;

- Employees may submit a claim for the reimbursement of travel expenses incurred while performing their duties, in accordance with the rules set out in this policy; and
- For claim purposes the start and end point of any trip is:
 - the place of work; or
 - the employee's home, where the employee leaves from or returns to **and** the distance traveled is less than above.

2.2 President/CEO is accountable for:

- Ensuring adherence to the principles and mandatory requirements contained in this policy.
- Authorizing any Employee to act as designate on their behalf for the purpose of this policy, unless specifically stated "President/CEO exclusively" such delegation of authority to be in writing...
- Exercising discretionary authority in a manner consistent with the principles of this policy.

2.3 Managers and Employees are responsible for:

Managers and Employees with delegated approval authority under this policy are responsible for ensuring that relevant Community College Members:

- Obtain training on expense claim submission processes and system(s);
- Submit requests for reimbursement in the form and format as determined by Team Finance and may change from time to time;
- Expense claims are consistent with this policy;
- Expense claims are verified and approved before reimbursement;
- Expenses were necessarily incurred in the performance of college business;
- Appropriate Receipt(s)/Voucher(s) are provided to support expense claims, and that the claims documentation is appropriately filed; and
- All expenses have appropriate justification.

2.4 Employees are accountable for:

- Becoming familiar with and abide by this policy, and to seek clarification from their managers as needed. Complying with the provisions of this policy;
- Obtaining authorization in accordance with this policy;
- Completing and submitting travel expense claims with necessary supporting documentation;
- Cancelling reservations as required, safeguarding travel advances and funds provided, and making outstanding remittances promptly;
- Considering alternatives to travel such as teleconferencing and videoconferencing;
- Securing passports and visas, and obtaining required/recommended immunizations or medications before travelling (when and if necessary); and
- Arranging travel arrangements directly with service providers or recognized travel agents.

3.0 METHOD OF TRANSPORTATION

NBCC will abide by the following standards:

[Government of New Brunswick Allowances](#)
[Government of New Brunswick Calculator](#)

3.1 Air Travel

Air Travel is the accepted method of out of province travel, except where the use of a car is more practical, and is approved per the following rules:

Provision	Rule
Air Travel Class	<ul style="list-style-type: none"> Economy class is used. Upgrade to a higher class may be approved if: <ul style="list-style-type: none"> less expensive seats are not available and a delay in arrival is not acceptable; or the employee is officially accompanying a person travelling at the higher class. Excess luggage costs incurred for transporting personal effects or college-owned supplies or equipment will be reimbursed if the Employer agrees these are reasonable.
Fare Arrangements	<ul style="list-style-type: none"> Lowest available airfares appropriate to particular itineraries must be considered when booking. Restrictions and benefits that apply to special fares must be taken into account when determining the most economical means of travel available. Discount and reduced fares are to be purchased whenever these rates are available. Whenever feasible, booking must be made as far in advance as possible. Financial penalties for unavoidable cancellation of discount airline tickets are not the employee's responsibility. Employees may seek reimbursement of airfare in advance of travel.

3.2 Surface Travel

3.2.1 The Employer reimburses expenses incurred for:

- Public transportation;
- Hotel/airport shuttles;
- Taxi charges;
- Ferry charges;
- Bridge, road, and tunnel tolls; and
- Parking charges.

Surface travel expenses are approved per the following rules:

Provision	Rule
Local public transportation and hotel/airport shuttles	<ul style="list-style-type: none"> Local public transportation, hotel/airport shuttles are readily available in many areas and are preferred whenever practical.

Taxis	<ul style="list-style-type: none"> The use of taxis should be confined to short trips in situations where it is not suitable or reasonable to use local public or hotel/airport shuttle transportation. The points of departure and destination as well as the nature of the trip must be indicated on receipts or travel claim. Taxi expenses are justified where group travel by taxi is more economical than the total cost, had individuals travelled separately.
Fines	<ul style="list-style-type: none"> The Employer will not reimburse parking, traffic or other motor vehicle fines.

3.3 Use of Vehicles

3.3.1 Least Expensive Option

When travelling on college business, the least expensive option between the use of a private vehicle or a rental must be used. The use of the more expensive option requires prior approval.

The calculator found in Appendix B is designed to help calculate the costs of using a private or rental vehicle to assist in making a decision on which option to choose. Note that the calculator should only be used for short-term rentals, up to two weeks}.

Depending on the distance traveled, rental vehicles are often the most economical option.

The following must be considered before authorizing the use of a private vehicle:

- Cost of alternate means of transportation;
- Availability of NBCC company vehicles;
- Number of persons travelling;
- Urgency of travel;
- Availability of rental vehicles; and
- Weather conditions.

3.4 Private Vehicle Expenses

3.4.1 Kilometric Allowances

When the use of a private vehicle has been approved, this table outlines the kilometric rates for use of private vehicle, depending on the various possible scenarios.

If the...	Then...
Employer requests the Employee to use their personal vehicle.	<ul style="list-style-type: none"> The kilometric allowance per Appendix A.

Employee chooses to use a personal vehicle when it is the most expensive option. Discretion is permitted to deal with regional rental availability and/or inclement weather.	<ul style="list-style-type: none"> • The kilometric allowance per Appendix A, provided that: • It is the least expensive method of transportation and reasonable; or • Prior approval has been obtained. • In the event the kilometric allowance is not the least expensive, reimbursement may be limited to amount determined by Vehicle Rental or Mileage Calculator in Appendix B.
President/CEO or designate determines that the Employee's duties require the use of their privately-owned half-ton truck.	<ul style="list-style-type: none"> • One cent per kilometer in addition to the rate, per Appendix A.
President/CEO or designate determines that the Employee is required to use a trailer attached to their private vehicle.	<ul style="list-style-type: none"> • Two and one-half cents per kilometer, in addition to the rate per Appendix A.

3.4.2 Insurance for Privately Owned Vehicles

NBCC does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.

Employees using a privately owned vehicle for college business are responsible for proper insurance and payment of insurance premiums for such use.

3.4.3 Accidents

Accidents must be reported immediately to local law enforcement authorities (if applicable), the automobile insurance company, and the Employee's immediate supervisor.

3.5 Rental Vehicle Expenses

3.5.1 Guidelines for Renting Vehicles

Where employees are required to rent a vehicle for college business travel, rental arrangements must be made according to the following rules:

- The cost of the rental car should be economical and practical for the business task and number of occupants; and
- Rental cars should be refueled whenever possible before returning. In order to avoid higher gasoline charged imposed by the car rental agency.

3.5.2 NBCC Travel Card

For insurance purposes, employees that travel for College business should have an NBCC travel card to arrange for rental vehicles. For more details on insurance, please consult the relevant NBCC travel card agreement.

If...	Then...
<ul style="list-style-type: none"> the rental is in-province; and the employee has an NBCC travel card. 	<ul style="list-style-type: none"> Rentals are made in keeping with the GNB Vehicle Rental Rates list; Rental is charged to a NBCC travel card; and Employee claims rental cost and gasoline charges as travel expense.
<ul style="list-style-type: none"> the rental is in-province; and the employee does not have an NBCC travel card. 	<ul style="list-style-type: none"> Rentals are made in keeping with the GNB Vehicle Rental Rates list; Rental is charged to the Employee's personal credit card; and Employee claims rental cost and gasoline charges as travel expense.
<ul style="list-style-type: none"> the rental is out-of-province; and the employee has an NBCC travel card or other personal credit card. 	<ul style="list-style-type: none"> Rentals are made at local rates; Rental is charged to a credit card; and Employee claims as travel expense: <ul style="list-style-type: none"> the rental rate for the car; additional kilometrage charges per GNB Vehicle Rental Rates list; and gasoline charges.

3.5.3 Additional Insurance

Rental companies charge an additional daily rate to reduce their standard deductible collision insurance to zero. This rate will not be paid on NBCC rentals.

Damages up to the deductible limit will be covered by the Employer provided the accident occurs while the Employee is on legitimate College business.

3.5.4 Secondary Drivers

The primary driver and all potential secondary drivers of rental vehicles must be specifically listed on the auto rental agreement.

Please refer to the relevant NBCC travel card agreement for details on insurance coverage.

3.5.5 Family Members and non-employees

Vehicles rented for College business may be driven by authorized employees who meet the requirements of the auto rental contract. Family members and non-employees are not permitted to drive vehicles rented for College business.

3.6 College Owned Vehicle Expenses

Where available Employees should make use of NBCC-owned vehicles.

Expense claims for NBCC-owned vehicles are limited to gasoline charges and any incidental costs relating to general operation (windshield washer fluid, oil).

4.0 TRAVEL WITHIN CANADA

4.1 Accommodations

Accommodation costs shall be reimbursed in accordance with the following rules:

Accommodation Arrangement	Reimbursement
Private Arrangements	When Employees and individuals covered under this policy travel for college business, they are encouraged to consider private accommodations whenever possible. Reimbursement is per Appendix A.
Hotels listed in Hotel Directory http://intranet.gnb.ca/hotels/	Employees are to be charged and reimbursed at the special negotiated maximum hotel rates found in the “within” section of the hotel directory.
Hotels not listed in the Hotel Directory	Price charged and reimbursed should not exceed the maximum rates listed in the directory for the same area

4.2 Internet Charges

Internet charges for business purposes will be reimbursed.

4.3 Meals and Incidental Expenses within Canada

4.3.1 Meals and Incidental Reimbursements

When, by reason of work-related travel, the Employee is removed from the normal or usual pattern of taking meals, reimbursement is per Appendix A.

If travel status is...	then reimbursement allowed is ...
Full day travel	<ul style="list-style-type: none"> A daily composite allowance is provided, including gratuities, per Appendix A.
Part day travel	<ul style="list-style-type: none"> No reimbursement of meal costs shall be made: <ul style="list-style-type: none"> for meals that could normally be taken prior to departure or after return; when the Employee is working according to a pre-established schedule in other location(s) or within an assigned work area. <p>Allowances may be made for those meals, as set by time period in Appendix A, which apply to the times the Employee was travelling.</p>

Conference/Training attendance	<ul style="list-style-type: none"> No reimbursement of meal costs shall be made for meals that are included and/or provided in the cost of transportation, accommodation, and seminar/conferences/training.
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4.3.2 Laundry/Dry Cleaning

During an absence from Headquarters' area in excess of five days, reasonable expenses may be reimbursed.

4.3.3 Telephone Calls

Costs will be reimbursed for business telephone calls, local and long distance.

4.3.4 Headquarters Area Travel

The President/CEO or designate may, **only as an exception**, authorize an employee or class of employees to be reimbursed meal allowances, kilometers, parking, and taxis in Headquarters' area when necessary for business travel.

Employees are not normally entitled to reimbursement for Headquarters area travel; however, Headquarters' travel authorized as an exception requires the following procedures:

- Employees authorized for kilometric allowance must submit a prescribed statement showing points of call within the Headquarters area.
- Employees may, at the discretion of the employing agency, claim a daily allowance or the standard kilometric allowance, per Appendix A.

4.3.5 Field Status

If Field status is assigned to an Employee, then the following applies:

If field status is assigned...	Then...
With prior notice	<ul style="list-style-type: none"> Employees may not be reimbursed for their mid-shift meal.
Without prior notice	<ul style="list-style-type: none"> The President/CEO or designate may authorize reimbursement for the purchase of a meal or meal components per Appendix A.
On overtime	<ul style="list-style-type: none"> The President/CEO or designate may authorize meal allowances per Appendix A for employees working a minimum of 2 hours overtime after their scheduled hours of work.
To workers in isolated areas	<ul style="list-style-type: none"> the President/CEO or designate may authorize a grocery allowance equal to 50% of the meal allowances, as set forth in Appendix A, when groceries are not

5.0 INTERNATIONAL TRAVEL

NBCC will abide by the following standards:

[National Joint Council – International Travel Outside Canada](#)

[Continental U.S.A National Joint Council – Travel Directive, Appendix D – Allowances](#)

5.1 Meals and Incidental Expenses outside Canada

5.1.1 Meals and Incidentals

Cost of meals and incidental expenses to the extent that the President/CEO or designate considers reasonable under the circumstances will be reimbursed.

For reimbursement of costs of meals and incidentals during international travel for college business, employees must refer to National Joint Council – Travel Directive.

5.1.2 Laundry/Dry Cleaning

During absence from Headquarters Area in excess of five days, reasonable expenses may be reimbursed.

5.1.3 Telephone Calls

Costs will be reimbursed for business telephone calls, local and long distance.

6.0 BUSINESS EXPENSES

6.1 Additional Business Expenses

If expenses are incurred for...	Then the employee may be reimbursed as follows:
Pre-retirement seminar	<p>When pre-retirement seminar attendance is authorized, then the Employee may be reimbursed for travel expenses as follows:</p> <ul style="list-style-type: none"> Costs and allowances are made as outlined in this policy. If attended with a spouse or common-law partner, costs are reimbursed for: <ul style="list-style-type: none"> Overnight accommodation per this policy. Meals for both Employee and spouse or common-law partner as per Appendix A.
Interview related activity	<ul style="list-style-type: none"> The President/CEO exclusively may authorize payment of travel expenses, as outlined in this policy, to individuals travelling over 100 kilometers one way to the interview or interview activity.

Extraordinary travel cost	<p>Extraordinary travel costs not authorized or in excess of authorized amounts may be reimbursed only if:</p> <ul style="list-style-type: none"> The President/CEO is satisfied that the expenses were reasonable and justified, based on: <ul style="list-style-type: none"> A claim accompanied by receipts and details of circumstances, or An electronically written recommendation sent from the respective Vice President exclusively to the President/CEO.
Costs related to illness or accident occurring while on travel status	<p>Extraordinary costs resulting from illness or accident occurring while on travel status outside the province may be reimbursed if:</p> <ul style="list-style-type: none"> The President/CEO exclusively authorizes payment of necessary expenses incurred and is satisfied that: <ul style="list-style-type: none"> The expenses were additional to those which the employee might have incurred had they not been absent from New Brunswick The expenses are not otherwise recoverable under an insurance policy, the Workers Compensation Act, the Medical Services Payment Act, other authority or under a private health plan to which the Employee belongs.

7.0 ADMINISTRATION

7.1 Time Limit for Claims

All claims must be submitted on a timely basis within the fiscal year as directed by the Employer.

7.2 Petty Cash

The Employer may decide to use petty cash for reimbursement of travel expenses in amounts of \$150 or less.

7.3 Travel Expense Reimbursement

Travel expense claims for reimbursement must contain:

Claim	Description
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Form	<ul style="list-style-type: none"> An employee shall submit an account in the manner prescribed detailing the expenditures incurred.
Receipts	<p>The following expenses shall be supported by vouchers or receipts:</p> <ul style="list-style-type: none"> Commercial transportation costs exceeding \$10.00; Commercial accommodation; Car rentals; Taxi costs exceeding \$10.00; Reasonable laundry costs; Necessary expenditures in connection with the operation of NBCC vehicles; Expenditures not specifically provided for in this policy; Business meeting/entertainment expenses; Business telephone calls; and Ferry charges, bridge, road and tunnel tolls and purchase charges where individual charges exceed \$10.00.
Method of payment	For employees who are reimbursed for travel the method of payment will be by direct deposit.
Authorization	<ul style="list-style-type: none"> Approved by the Employer's immediate supervisor or designated approver through the expense reimbursement process/method established by their employer. Accompanied by appropriate receipts and any necessary justification/documentation. All claims made later than 45 days after the completion of the trip require the approval of the President/CEO or designate.

7.4 Receipt/Voucher

Receipt(s)/voucher(s) must be submitted with all claims unless otherwise indicated in this policy.

Where the Employee certifies that the receipt was lost, accidentally destroyed or unobtainable, a Missing Receipt Form may replace the receipt.

7.5 NBCC Travel Card

<p>NBCC Travel Card</p> <p>To allow employees to manage travel expenses while on college business</p>	<p>Card issue</p> <ul style="list-style-type: none"> • Is by Employer-appointed card coordinators. • May be made to all college Employees, including full time casual/temporary and full-time summer student staff required to travel as part of their duties. <p>Payment is:</p> <ul style="list-style-type: none"> • Made directly to the card company by the Employee. <p>Cash withdrawals:</p> <ul style="list-style-type: none"> • May be made by the Employee when required in carrying out work on behalf of the college. • The associated withdrawal fees can be reimbursed with the approval of the President/CEO or designate.
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7.6 NBCC Purchase Card

NBCC Purchase Cards are not to be used for Employee travel costs.

7.7 Business Trip Advances

<p>Business trip advances:</p> <p>To cover anticipated expenses for authorized business trips, less those expenses which may be paid by an employer-issued travel card.</p>	<p>Obtaining an advance should be used as an exception only</p> <ul style="list-style-type: none"> • All eligible employees are expected to use an NBCC travel card to reduce the requirement for travel advances. • An employee may request an advance. <p>An employee must account for advances:</p> <ul style="list-style-type: none"> • Within 30 days of completion of a business trip. • By submitting a claim for allowable expenses and remitting any outstanding balance to NBCC. <p>Failing this, any outstanding balance owing will be deducted from any sum of money due or payable to the employee by NBCC.</p>
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8.0 OTHER RELATED DOCUMENTS

i-Expense – Approve Expense Report (2106.4976)

i-Expense – Expense Allocations (2106.4979)

i-Expense – Employee Setup Form (2106.4986)