
Travel Policy

Policy Number:	2106
Key Process Area:	Finance
Owner:	VP FA
Current Approved Date:	April 1, 2012

POLICY STATEMENT

New Brunswick Community College (NBCC) policy on reimbursement of employee travel costs is as follows:

- a) 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.
- b) Employees may submit a claim for the reimbursement of actual costs of travel incurred while performing their duties, in accordance with the rules set out in this policy.

PURPOSE

For claims purposes the start and end point of any trip is:

- a) the place of work or
- b) the employee home, where employee leaves from or returns to home **and** the distance traveled is less than above

SCOPE AND LIMITATIONS

This policy on government business travel applies to:

- a) management and non-union employees
- b) unionized employees except as may be otherwise provided by collective agreements (Refer to the appropriate collective agreement)
- c) individuals employed on a personal service contract (Refer to terms of the contract)
- d) individuals employed on a casual/temporary basis

All travel requires approval by the President or Designate.

The President may authorize any employee to act on their behalf for the purpose of this policy, unless specifically stated "President exclusively". Delegation of authority must be in writing and must refer to the specific sections to be delegated.

1.0 DEFINITIONS**Field Status**

- designated by the President 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 within a 16-kilometer driving distance of an employee's place of work.

Place of Work

- the fixed and precise location at which an employee must report to work each day, except when 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 which serves as evidence of the disbursement of cash, and, except in the case of restaurant charges, does not include credit card slips.

2.0 IMPLEMENTATION

2.1 Travel: Approving Transportation - Method and Expenses

2.1.1 Approving air travel

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

Provision	Rule
Travel Class	<ul style="list-style-type: none"> • Normally economy class is used • First 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 first class
Fare Arrangements	<ul style="list-style-type: none"> • Discount seats are to be purchased whenever feasible • Financial penalties for unavoidable cancellation of discount airline tickets are not the employee's responsibility
Travel Points	<ul style="list-style-type: none"> • Travel points earned while traveling on government business are to be used to offset future government travel costs

2.1.2 Approving the use of private vehicles

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.

Management, employees, and individuals covered under this policy are responsible to determine the least expensive option for traveling on government business. Depending on the distance traveled, rental vehicles are often the most economical option. (The New Brunswick Distance Chart can be used to assist in calculations). The calculator found in Appendix B should help calculate the costs of different travel options to assist in making a decision on which option to choose: short-term rental or kilometric allowance. It is normally expected that employees would rent a sub-compact or compact car for their travel. (Note that the calculator should only be used for short-term rentals, up to two weeks).

The President or designate must consider the following before authorizing the use of a private vehicle:

- a) cost of alternate means of transportation
- b) availability of NBCC vehicles

- c) number of persons travelling
- d) urgency of travel
- e) compliance with the Vehicle Policy 2411

2.1.3 Approving private vehicle expenses

When the use of a private vehicle has been approved, expenses are reimbursed as set out below:

When the ...	then the reimbursement is ...
Employer requests the employee to use their personal vehicle	<ul style="list-style-type: none"> • The kilometric allowance per Appendix A.
Employee insists on using a personal vehicle when rental options are more economically feasible 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 is the least expensive method of transportation and reasonable.
President or designate determines that the employee's duties require the use of their privately-owned station wagon or half-ton truck	<ul style="list-style-type: none"> • One cent per kilometer in addition to the rate, per Appendix A.
Employee has approval for use of their own motorcycle on government business	<ul style="list-style-type: none"> • 50% of the kilometric rate per Appendix A.
President 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.

Note re insurance:

- a) Government does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.
- b) Employees using a privately owned automobile for government business are responsible for proper insurance and payment of insurance premiums for such use.

2.1.4 Rental vehicles

Where employees are required to rent a vehicle, they may arrange for a rental under the following guidelines. For insurance purposes, employees that travel for government business should have a corporate credit card to arrange for rental vehicles. Direct billing should be used as an exception.

If...	then...
<ul style="list-style-type: none"> the rental is in-province and the employee has a corporate travel card 	<ul style="list-style-type: none"> rentals are made in keeping with the Vehicle Rental Rates book the rental is charged to the corporate card and the employee's travel claim will include: <ul style="list-style-type: none"> the rental rate for the car additional kilometrage charges per the Rental Rates book gasoline charges
<ul style="list-style-type: none"> the rental is in-province and the employee does not have a corporate travel card 	<ul style="list-style-type: none"> rentals are made in keeping with the Vehicle Rental Rates book the rental is invoiced to the government and the employee claims as travel expense, only gasoline charges
<ul style="list-style-type: none"> the rental is out-of-province the employee has a corporate travel card or other personal credit card 	<ul style="list-style-type: none"> rentals are made at local rates the rental is charged to a credit card the employee claims as travel expense: <ul style="list-style-type: none"> the rental rate for the car additional kilometrage charges per the rental agreement gasoline charges

Note re 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 NBCC provided the accident occurs while the employee is on legitimate government business.

2.1.5 Other vehicles used

As per the Vehicle Policy 2411, the Vehicle Management Agency of the Department of Transportation and Infrastructure may assign light vehicles under the general rule of traveling more than 30,000 kilometers annually on government business. The Vehicle Policy 2411 should be consulted in these situations.

Government vehicle use may be authorized by the President exclusively. Taxis may also be authorized, and fare reimbursed when the use of such transportation is reasonable.

2.1.6 Other vehicle expenses

The employer reimburses expenses incurred for:

- ferry charges
- bridge, road, and tunnel tolls
- parking charges

2.1.7 Headquarters area travel – expense procedure

The President or designate may, **only as an exception**, authorize an employee or class of employees to be paid a kilometric allowance and/or meal allowance and taxi-fare reimbursement where circumstances warrant this payment.

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

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

2.2 Travel: Approving Accommodation and Meal Expenses

2.2.1 Accommodation

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

Accommodation Arrangement	Reimbursement
Private Arrangements	Employees and individuals covered under this policy are encouraged to arrange private accommodation whenever possible. Reimbursement is per Appendix A.
Hotels listed in Hotel Directory http://intranet.gnb.ca/hotels/	Entitled to be charged and reimbursement at the special negotiated maximum hotel rates
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

2.2.2 Meals and incidental expenses

Meals and incidental expenses are reimbursed in accordance with the following.

If travel status is...	then reimbursement allowed is ...
full day travel	<ul style="list-style-type: none"> • a daily composite allowance, including gratuities per Appendix A.
part day travel	<ul style="list-style-type: none"> • the allowances for those meal, as set by time period in Appendix A, which apply to the times the employee was travelling.
conference attendance	<ul style="list-style-type: none"> • deduct from the above daily/partial day allowances, the allowance amounts for the meals included in the conference registration.

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 sufficient to provide their own mid-shift meal	<ul style="list-style-type: none"> the President 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 or designate may authorize meal allowances per Appendix A for employees authorized to work 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 or designate may authorize a grocery allowance equal to 50% of the meal allowances, as set forth in Appendix A, when groceries are not supplied by the employer.

2.3 Travel: Other Expenses and Special Circumstances

2.3.1 Approving Other Expenses

The following rules apply for reimbursement of other expenses while on travel status:

If an employee incurs costs of...	then ...
laundry/dry cleaning services, during an absence from headquarters area in excess of five days	reasonable expenses may be reimbursed.
business telephone calls , local and long distance	costs will be reimbursed.
incidental expenses , while on travel status (e.g. personal phone calls, coin operated machines, newspapers, gratuities, baggage charges, bottled water).	reimbursement as per Appendix A.
business meeting expenses when incurred: <ul style="list-style-type: none"> for room and equipment rentals, meals, and other related service costs and to facilitate the conduct of official government business 	reasonable expenses may be reimbursed.
personal hospitality considered entertainment when related to business meetings and incurred <ul style="list-style-type: none"> upon completion of the regular business 	reasonable expenses may be reimbursed: <ul style="list-style-type: none"> up to and including \$200, as approved by President or designate

<ul style="list-style-type: none"> activity and for meals, beverages, refreshments, receptions, shows and/or performances and other related costs 	<ul style="list-style-type: none"> in excess of \$200 as approved by the President exclusively.
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Note: Claims for business meetings/entertainment expenses must state the purpose of the function and the number of persons involved.

2.3.2 Special travel circumstances

The following outlines special provisions for approval of travel expenses under unique circumstances or exceptional applications.

If expenses are incurred for...	then the employee may be reimbursed travel expenses as follows:
travel outside Canada	<ul style="list-style-type: none"> costs of meals and incidental expenses to the extent that the President or designate considers reasonable under the circumstances. To assist in considering what expenses are reasonable, reference may be made to the: Schedules to Foreign Service Directives and meal rates for Foreign Affairs and International Trade Canada are referenced and guided by those listed by the National Joint Council.
pre-retirement seminar attendance, as authorized	<p>costs and allowances as for travel status as outlined in this policy, above</p> <ul style="list-style-type: none"> if attended with a spouse, costs for: <ul style="list-style-type: none"> overnight accommodation as per Accommodation, above meals for both employee and spouse as per Meal Allowances, Appendix A.
attending an employee selection interview/related activity	<ul style="list-style-type: none"> the President exclusively may authorize payment of travel expenses, as above, to individuals travelling over 100 kms one way to the interview/activity
extraordinary travel cost, not authorized or in excess of authorized amounts	<ul style="list-style-type: none"> the President 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, and
extraordinary costs resulting from illness or accident occurring while on travel status outside the Province	<p>the President exclusively authorizes payment of necessary expenses incurred and is satisfied that:</p> <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

	<p>under an insurance policy, the Worker’s Compensation Act, the Medical Services Payment Act, other authority or under a private health plan to which the employee belongs.</p>
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2.4 Travel: Funds and Claims Procedures

2.4.1 Funding by credit card/ advances

Employee travel expenditures may be funded by corporate credit card or advances, in keeping with the following rules:

Funding Method and Purpose	Rules for Use
<p>Corporate credit card:</p> <ul style="list-style-type: none"> To allow employees to manage travel expenses while on government business 	<ul style="list-style-type: none"> Card issue <ul style="list-style-type: none"> may be to all employees, including full time casual/temporary and full-time summer student staff required to travel as part of their duties Payment is: <ul style="list-style-type: none"> directly to the card company by the employee Cash withdrawals: <ul style="list-style-type: none"> may be made by the employee when required in carrying out work on behalf of government and the associated withdrawal fees can be reimbursed with the approval of the President or designate.
<p>Business trip advances:</p> <ul style="list-style-type: none"> To cover anticipated expenses for authorized business trips, less those expenses which may be paid by an employer-issued corporate credit card 	<ul style="list-style-type: none"> Obtaining an advance should be used as an exception only <ul style="list-style-type: none"> All eligible employees are expected to use a corporate travel credit card to reduce the requirement for travel advances. An employee may request an advance. An employee must account for advances: <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 but failing this, any outstanding balance owing will be deducted from any sum of money due or payable to the employee by NBCC.

2.4.2 Travel claims

Travel expense claims for reimbursement must contain the following:

Claim	Description
Form	<ul style="list-style-type: none"> An employee shall submit an account in the form prescribed detailing the expenditures incurred.
Receipts	<p>The following expenses shall be supported by vouchers or receipts (see definition):</p> <ul style="list-style-type: none"> commercial transportation costs, not including local transportation costs of less than \$10.00; commercial accommodation; car rentals; taxis where the charge exceeds \$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; 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"> All claims must be approved by the employee's immediate supervisor. All claims made later than 45 days after the completion of the trip require the approval of the President or designate.

3.0 OTHER RELATED DOCUMENTS

AMEX Application (2106.4977)

AMEX – Questions & Answers for Corporate Green Card Members (2106.4978)

Direct Deposit Form (2106.4974)

i-Expense – Approve Expense Report (2106.4976)

i-Expense – Expense Allocations (2106.4979)

i-Expense – Employee Setup Form (2106.4986)

National Joint Council – International Travel Outside Canada or the Continental U.S.A

National Joint Council – Travel Directive, Appendix D – Allowances

New Brunswick Distance Chart

Travel Policy Appendix A (2106.4710)

Travel Policy Calculator – Appendix B