

Policy: 008

To: Council
From: Travel Committee
CC:
Date: September 11, 2016
Re: Policy Re: Travel Expenses

Policy on Expense Claims

1. POLICY

It shall be the policy of the Saskatchewan College of Opticians (hereinafter the college) to reimburse the reasonable expenses of members, employees and others, that are incurred, on college business.

2. KEY PRINCIPLES

All expenses incurred must have occurred on approved college business. Personal expenses will not be reimbursed. Travel expenses reimbursed by the college are not tax deductible and cannot be used by the claimant for income tax purposes. Claimants must provide an explanation of the nature of the business along with the names, date(s) and place of the event.

Original itemised receipts must accompany all expense claims. Credit card receipts, debit card slips, and cancelled cheques are not acceptable original receipts as they do not provide sufficient details. A notation on the rear of receipts for entertainment and meal expenses, incurred outside of approved meal allowances, must be made, indicating the purpose of the expense and those in attendance, and be included with the itemized receipt.

3. APPROVALS AND RESPONSIBILITIES

All expense claims must be approved by the Treasurer or the council. It is the claimant's responsibility to submit properly completed expense claims to the Manager of Administrative Services within 30 days of the completion of college business

4. TRAVEL

Airline bookings should be made in economy/standard class. Individuals are responsible for making travel arrangements that provide adequate standards of comfort, convenience, safety and efficiency, and is the most economical option under the circumstances. Bookings can be made via the college office using the college's credit card. Alternatively, the claimant can submit a travel expense form with original receipts. Anyone wishing to upgrade their flights may do so, at their own expense, but should advise the manager of Administrative Services of their intention and the cost of doing so.

Personal travel may be combined with business travel as long as there is no additional cost to the college. Original receipts are required which includes the Passenger Boarding Pass plus one of the following items which would indicate the method of payment, the amount paid by the traveler, and the amount of taxes levied:

- For a paper ticket: customer portion of ticket identified as "Customer / Passenger Coupon" and / or "Not good for passage";
- For an electronic ticket: Copy of the ticket confirmation .

Claimants traveling by private or personal automobile while on college business will be reimbursed at the current rate of thirty eight cents (38c) per kilometer. This allowance is intended to cover the cost of fuel and vehicle "wear and tear". Members traveling by taxi, train or bus, must submit the original itemized receipts with their claim.

5. TRAVEL RELATED INCIDENTALS/EXPENSES:

The following travel related expenses are examples of acceptable expenses:

- a) Parking Costs – Original receipts must accompany the expense claim;
- b) Gratuities – Gratuities in reasonable amounts are reimbursable;
- c) Postage, taxi's, city buses, el trains, et al.

6. NON TRAVEL RELATED INCIDENTALS/EXPENSES:

The following items are examples of some of the expenses that will not be reimbursed:

- a) Personal items such as tooth paste, combs, brushes, lotions etc.;
- b) Expenses for friends/family members.

7. ACCOMMODATION:

The standard for accommodation is a single room with a private bath in a business class hotel. Accommodation bookings can be done through the college office using the college Credit Card. Alternatively, the claimant can submit an expense form with the original receipt. Individuals wishing to upgrade their accommodations may do so, at their own expense, however, it will be the responsibility of the individual to ensure the college is aware of the upgrade.

8. MEALS:

Meal rates are reimbursed as follows:

- a) Breakfast \$15.00;
- b) Lunch \$20.00 and
- c) Supper \$30.00 for a total daily allowance of \$65.00.

Receipts are not required. If a meal or meals are provided at an event, the amount of the meal or meals should be deducted from the daily amount allotted.

9. OTHER EXPENSES

Other expenses which may be reimbursed include:

- a) Other reasonable expenses that may be approved by the college.
- b) A per diem \$100 for a day may be claimed when attending college business.