

Policy: 008 Amended

To: Council

From: Travel Committee

Date: September 15, 2019

Re: Policy Re: Travel Expenses and other Fees and Disbursements

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 itemized receipts must accompany all expense claims. Credit card receipts, debit card slips, and canceled 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 complete, sign, and submit properly completed expense claims to the Manager of Administrative Services within 30 days of the completion of the College business. Claimants are requested to no longer request Administrative Services to complete travel or expense claims on their behalf, as they cannot attest to the information or its accuracy.

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 forty-five cents (\$0.45) 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.; and
- d) Baggage fees (1 bag only).

In the event of a lost receipt, members are requested to attach a signed statement advising the expense amount and reason for the missing receipt.

6. NON TRAVEL RELATED INCIDENTALS/EXPENSES:

The following are examples of some of the expenses, that may not be reimbursed:

- a) Personal items such as toothpaste, 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 made 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 \$20.70;
- b) Lunch \$28.75 and
- c) Supper \$40.25 for a total daily allowance of \$89.70

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. FEES AND OTHER EXPENSES OR DISBURSEMENTS:

- a) Per Diem's are paid as follows and include fees paid to members of the Conduct Committee, Discipline Committee, and all other committees as approved previously by Council.
 - i) Full-Day \$100.00
 - ii) Up to 4 hours \$ 50.00
- b) Anyone appearing as a witness, or on committee business will also be entitled to meals, incidentals, and milage as set out in this policy.
- c) Other reasonable expenses that may be approved by the Council.