

62.01	Travel and Reimbursement	POLICY
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1.0 PURPOSE

- 1.1 The purpose of this policy is to provide standards for the reimbursement of travel expenses to employees for actual and reasonable expenses incurred on College business, generally when away from the employee's primary work location.

2.0 SCOPE

- 2.1 This policy applies to all employees of NSCC unless certain collective agreements state otherwise.

3.0 POLICY

- 3.1 NSCC will reimburse employees for eligible travel expenses where reasonable judgment and care has been exercised. Travel expenses must be directly related to the operations of the College. Reimbursement for travel expenses shall be claimed using the approved Travel and Expense Claim Form (Appendix A). Claimants cannot approve reimbursement of their own travel claim.
- 3.2 The College's Travel and Reimbursement Policy must be applied in a consistent manner regardless of the method of payment (e.g. College credit card, direct bill, etc.) used for the travel expenditures.
- 3.3 **EMPLOYEE RESPONSIBILITY**
In advance of travel, employees will seek authorization for travel as noted in this policy, and use care in planning travel details. Employees will complete the Travel and Expense Claim Form within a reasonable time period following their return (approximately 90 days) and ensure the accuracy of the claim. The employee must submit the claim to his or her Budget Manager/Supervisor for review and approval.
- 3.4 **BUDGET MANAGER/SUPERVISOR RESPONSIBILITY**
An employee's Budget Manager/Supervisor must ensure that all travel arrangements are made and approved in accordance with this policy before expenditures are incurred, and that subsequent claims are verified before payment is made. Budget Managers/Supervisor are accountable for verifying the reasonableness, accuracy and completeness of each individual expense on the Travel and Expense Claim Form. The approving Budget Manager/Supervisor must ensure that expenditures are properly supported.
- 3.5 **CAMPUS MANAGERS OF ADMINISTRATIVE SERVICES RESPONSIBILITY**
For travel claims originating at a campus, with the exception of the Principal's, the Manager of Administrative Services must verify the reasonableness, accuracy and completeness of each individual expense on the Travel and Expense Claim Form and sign the claim prior to forwarding to the Finance Department for review and payment.

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3.6 CENTRAL OFFICE, FINANCE RESPONSIBILITY

It is the responsibility of the Finance Department in Central Office to receive and pay all reimbursement claims for travel, subject to verification and audit procedures ensuring the legitimacy of each claim. Once received in the Finance Department, an employee can expect to receive reimbursement within approximately two weeks. This timeline is based on the assumption that the claim is accurate, with an appropriate authorizing signature. An example of an appropriate authorizing signature is the Budget Manager/Supervisor.

3.7 SAFETY

Winter driving is hazardous, and driving in poor conditions increases the risk of an accident. All travel plans must include consideration for the driving conditions. If travel conditions are poor, travel should be postponed until conditions improve. Otherwise, use alternate meeting methods.

- a. Please refer to the website <http://511.gov.ns.ca/map/> for up-to-date information on road conditions and safety.
- b. **NSCC Self-Service Conference options**
NSCC offers a range of self-service video and audio conferencing alternatives. Details can be found at:
<https://ournscC.nscC.ca/Departments/ITServices/ITAV/Pages/SelfServeConferencingOptions.aspx>

3.8 TRAVEL DESTINATION APPROVAL

- a. **Travel in and around the communities in which the claimant normally works:**
When employees are required to attend meetings or run errands near their primary work location (e.g. Primary campus), receipted taxis or parking fees or reasonable meter rates will be reimbursed, in addition to mileage. The signature approving the Travel and Expense Claim Form (or invoice, if the charge is invoiced directly to the College) will be taken to be evidence of pre-approval.
- b. **Within Province:**
Travel to attend meetings, conferences, conventions and regular meetings of associations in which the College participates requires pre-approval of the Budget Manager/Supervisor. The signature approving the Travel and Expense Claim Form (or invoice, if the charge is invoiced directly to the College) will be taken to be evidence of pre-approval.
- c. **Out of Province (including United States):**
All travel outside the Province (including United States) must be pre-authorized by completing an Out of Province/Country Travel Request Form (Appendix B) which must be pre-approved by the employee's Budget Manager/Supervisor, and a member of the Executive Team, prior to any travel arrangements being made. The Out Of Province Request Form can be found in the Finance Department's ourNSCC Forms Library.
- d. **Outside Canada and United States:**
Employees travelling outside of Canada and United States must be pre-authorized by completing an Out of Province/Country Travel Request Form which must be pre-approved by

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the employee's Budget Manager/Supervisor and, an Executive Team Member prior to any travel arrangements being made. Employees travelling outside of Canada and United States must refer to the International Travel Policy #43.05 available in the ourNSCC College Policies Repository

3.9 UTILIZATION OF TRAVEL AGENCY

NSCC employees are responsible make their own travel arrangements. An employee may book his or her own travel by directly booking with the car rental company, airline or hotel. In some cases, the employee may choose to utilize the services of a travel agency. MARITIME TRAVEL is currently the College's travel agency. Under no circumstances will the employee utilize the services of an on-line re-seller of hotels, airlines or car rentals. These on-line reseller include, but are not limited to, eXpedia, Trivago, Tripcentral, Kayak, Hotwire, Priceline, and Travelocity.

3.10 TRAVEL INSURANCE

NSCC employees are responsible to ensure they have valid travel, health and life insurance coverage throughout the duration of any College affiliated business travel. The following information includes detail on additional insurance that may be required.

a. Within province:

Health insurance is provided through the Provincial MSI (Medical Services Insurance) Program. All employees must be eligible for MSI and be issued a Provincial Health Card.
<http://www.gov.ns.ca/health/msi/>

b. Out of province (within Canada):

- i. All provinces have signed an Interprovincial Reciprocal Billing Agreement (except Quebec for physician services). If you show your current Provincial Health Card to the provider for necessary insured services, the claims will be paid by the host province. They will then be reimbursed by your home province. If you are required to pay the attending physician, please submit your itemized receipt to MSI for consideration.
- ii. For NSTU members covered under Johnson's Insurance Benefits Plan, the MEDOC travel plan is a voluntary benefit. As such, NSTU members may not have adequate coverage while travelling on behalf of NSCC. In the event that an NSTU member does not have MEDOC travel health insurance, it is strongly recommended that additional travel health insurance be purchased prior to travel (i.e. through a travel agent or airline). The additional expense must be submitted on the Travel and Expense Claim Form with proof of purchase.

c. International (outside Canada):

- i. All employees travelling outside Canada must contact the Employee Programs Consultant, Human Resources in Central Office in order to ensure that all benefits are maintained for the duration of the trip. Failure to do so could result in the lack of coverage while out of country. The Employee Programs Consultant will determine the amount of coverage you will require in conjunction with your current group benefits and will advise you of the mandatory process you must follow, to ensure you have adequate coverage.

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- ii. The Employee Programs Consultant will advise you of the most current process for the purchase of mandatory Global Guard Travel Health Insurance based on your current level of group benefits, as well as arrange to have additional life insurance purchased when necessary. The purchase of Travel Health Insurance through Global Guard www.guard.me is a mandatory requirement for all employee groups travelling outside of Canada, on behalf of NSCC. The additional expense must be submitted in a Travel and Expense Claim Form #62.03 with proof of purchase.

3.11 TRAVEL OUTSIDE CANADA AND UNITED STATES

Employees travelling outside of Canada and United States on NSCC business or NSCC international learning programs must refer to the International Travel Policy #43.05 available in the ourNSCC College Policies Repository

3.12 TRAVEL ADVANCES

- a. Travel advances may be available to employees who do not have the benefit of using College sponsored credit cards, personal credit cards or direct billing arrangements. Travel advance requests must be submitted to the Finance Department at least three weeks in advance of travel to allow for processing.
- b. Travel advances must only be used to offset reasonable and necessary costs that are incurred for the business operation of the College.
- c. The authorization of a travel advance must be supported with a signed request accompanied by written authorization from the employee’s Budget Manager/Supervisor. All requests must include information regarding the project name, funding agency (if applicable) and project account number.
- d. Travel advances will be issued for an amount that does not exceed the estimated out-of-pocket costs. A travel advance will not be issued for amounts less than \$100 and will not be issued more than 15 calendar days prior to the commencement of travel.
- e. The travel advance is a direct loan to the employee. This individual is personally responsible for repaying the entire advance. Repayment of the travel advance is not contingent on the employee receiving the entire travel reimbursement. The employee is personally responsible for any cash that is lost or stolen.
- f. The employee must repay the unused portion of the travel advance within thirty (30) days after the completion of their travel. If the travel expense exceeds the advance, a reimbursement may be claimed. To clear the travel advance, a Travel and Expense Claim Form must be submitted.
- g. Any unpaid balance will be collected through the Colleges debt collection process. The College reserves the right to deduct the unpaid balance from the employee’s pay. An individual with an outstanding balance is automatically ineligible for future advances and their supervisor will be notified of the outstanding balance.

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3.13 MODE OF TRAVEL

Claimants must ensure that the most economical route and mode of transit and accommodation is used, having regard for the purpose and urgency of the journey.

a. Rental vehicles:

- i. The College encourages the use of rental vehicles when appropriate (e.g. when return travel in a single day is more than 300 kilometers). When renting a vehicle, the employee must use a Preferred Vendor when possible, designating themselves as the primary driver. Preferred Vendors usually bill the College directly.
- ii. When renting a vehicle outside of Nova Scotia, insurance must be purchased. Rental vehicles are covered by the College’s Self Insurance Policy when travelling in Nova Scotia. However, the collision damage coverage is always required if the College is renting a vehicle for use by a non-employee or a student under the age of 25.
- iii. Unless circumstances warrant, compact or mid-size vehicles must be rented. In the event a full size vehicle is rented, documented justification must be provided.
- iv. Whenever possible, employees must make every effort to carpool.
- v. Necessary purchases of gasoline, oil, and windshield washer fluid will be reimbursed according to receipts submitted with the Travel and Expense Claim Form. Regular grade gasoline will be used in rental vehicles designed to operate using gasoline.
- vi. Whenever possible the employee is to make every effort to refuel the rental vehicle prior to returning to the rental company. In the event refueling is not completed, documented justification must be provided

b. Privately owned vehicles:

- i. Employees may use their own vehicle for travel when it is appropriate to do so. The individual should travel by the shortest direct route whenever possible. An employee should not claim travel reimbursements if combining personal travel with College business and the use of the privately owned vehicle results in additional costs.
- ii. Privately owned vehicles may be used on College business, however the College will not, under any circumstances, accept any liability for claims arising from the operation of privately owned vehicles on College business or otherwise. It is the responsibility of the vehicle owner for maintaining adequate insurance coverage and paying all costs relating to the operation of the vehicle.
- iii. The rate of reimbursement will be 40 cents per kilometer for privately owned vehicles.
- iv. An employee can claim the round-trip distance between their home and the airport to drop off and pick up the traveler as long as the cost does not exceed the vehicle and parking costs that would have been incurred otherwise.
- v. When an employee travels on College business to a work/meeting site other than their

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primary work location, they will be reimbursed for the distance between their home (when starting or ending the travel from home) and the work/meeting site, or the distance from their primary work location to the work/meeting site, whichever is less.

- vi. When an employee is requested by their Budget Manager/Supervisor to travel on a weekend or previously scheduled vacation to return to a work/meeting site or primary work location after they have returned home, they will be reimbursed for the return distance between their current location at the time of the request home and the work/meeting site or primary work location.

c. College-owned/leased vehicles:

- i. A vehicle owned or leased by the College, shall be driven only by an employee of the College. All persons authorized to drive such vehicles must have a positive driving record and a valid driver's license, of the appropriate class for the vehicle.
- ii. Passengers shall not be carried in College vehicles unless written authorization from the College has been obtained.
- iii. College-owned vehicles are used strictly for College business and cannot be loaned for personal use. Employees traveling between work and home using College vehicles are required to report a taxable benefit on their personal income tax return. This benefit includes two components including a standby charge to reflect the employee's personal access to the vehicle, and an operating benefit to reflect the personal portion of operating expenses paid by the College. An exception exists for travel between work and home if an employee proceeds to another point of call other than a campus or returns home from such a place as required by their employment with the College.
- iv. Taxable benefits must be reported to the Manager, HR Payroll and Benefits so the appropriate remittances can be submitted to Canada Customs and Revenue Agency.
- v. College owned and leased vehicles carry adequate insurance for the individuals who use these vehicles for official business.

d. Air Travel:

- i. The documentation supporting the air travel must include the name of the traveler, the purpose for traveling, the departure/return dates, the net amount paid for the airfare, the route of the flight, and the class (e.g. economy), and an Out of Country/Province Travel Request Form if necessary.
- ii. In Province travel by air may be used if the airline ticket plus other costs (e.g. ground transportation to/from airports, meals and accommodations) are less expensive than mileage and other costs (e.g. meals and accommodations) for the same trip or if documented pre-approval is granted by their Budget Manager/Supervisor and an Executive Team member.
- iii. When an employee has an aversion to air travel, the College shall endeavor to schedule the work so that time will permit the employee to travel by other means. The total claim

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for mileage, meals and accommodations while in transit to the travel destination must not exceed the cost of an economy class air ticket.

- iv. All air travel must be the most economical fare possible. Cancellation insurance and Seat selection costs will not be reimbursed unless exceptional circumstances warrant such coverage in which case separate documented approval must be provided.
 - v. For international travel, charter priced tickets are not recommended because they are non-changeable, non-refundable and could be cancelled. Cancellation and health insurance can be purchased through Guard Me at a very reasonable cost for international travel.
 - vi. The additional cost for purchasing a business class or first class ticket will not be reimbursed unless documented pre-approval is granted under exceptional circumstances by a member of the Executive Team.
 - vii. Airline tickets should be purchased as early as possible to improve the likelihood of obtaining the best price.
 - viii. The amount of airfare claimed for reimbursement must represent the actual amount paid after exchange rates, airport fees, security fees, discounts, change fees, travel agency fees, etc. Partial or complete ticket refunds must be repaid to the College.
 - ix. Benefits received from voluntary bumping may be retained by an employee as long as the alternative travel does not result in an absence from work or additional travel costs.
- e. Taxi (local usage):**
- i. The use of taxis must generally be confined to College related business trips in situations where it is not suitable or reasonable to use a private vehicle.
 - ii. Except where governed by specific terms of a collective agreement, when an employee is requested to report to work early, or to remain at work after normal hours, the employee's supervisor may authorize payment for the use of a taxi.
 - iii. Receipts must be attached, with the date, departure point, destination and justification for use of a taxi indicated on the Travel and Expense Claim Form.
- f. Taxi (while travelling):**
- i. The points of departure and destination must be indicated, along with the purpose for the trip.
 - ii. Transportation to and from an airport or other terminal may be claimed. Where practical, such travel should be by airport bus, shuttle service or fixed fare limousine. Receipts must be attached to the Travel and Expense Claim Form.
- e. Other ground transportation fares:**
- i. Charges for bridge, ferry, causeway and parking tolls necessarily incurred on College business may be claimed. Whenever it is possible to do so, a receipt must be collected and submitted with the Travel and Expense Claim Form. Current exceptions include; Halifax bridge tolls and the Cobequid Pass tolls.

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3.14 OTHER TRAVEL COSTS

a. International Travel Costs:

When an employee is required to travel outside Canada, arrangements for obtaining a passport or visa, inoculations, vaccinations, x-rays and certificates of health (if recommended by visited country) will be reimbursed.

b. Baggage:

An employee will be reimbursed costs incurred in transporting one personal checked bag and if applicable, baggage associated with College related equipment or supplies. An employee will be reimbursed for necessary purchases as a result of lost luggage provided the authorizing Budget Manager/Supervisor deems it was a reasonable purchase.

c. Parking:

Parking charges are normally not payable when an employee is on duty at the workplace. Parking expenses may be claimed with receipts for:

- i. Short-term parking when the employee is away from the workplace and when free or metered parking is either not available or impractical for the location or duration of the meeting.
- ii. Overnight parking when not provided with accommodations.
- iii. Parking at an airport or other transportation terminal if it is less costly than access by limousine or taxi.

d. Telephone calls:

An employee will be reimbursed for reasonable costs incurred to make local and long-distance telephone calls while traveling on College business.

e. Incidental:

An overnight incidental allowance of \$5.00 per night to cover miscellaneous out-of-pocket expenses shall be claimable where overnight accommodations are required. This allowance includes items such as laundry and gratuities (other than meals), etc. No receipts are required.

f. Extended travel status:

Except as otherwise provided for in employee Collective Agreements:

If an employee is required to spend more than three weeks in travel status at one location, the College will attempt to make special arrangements for lodging and meals at the most economical rates. When extended business travel is over a weekend, the employee may return to his/her home for the weekend, and be reimbursed for the lesser cost; either the cost of reasonable transportation travelling home and back, or the cost of meals and accommodations at the travel location if they choose to stay.

g. Combining business and personal travel:

Where circumstances warrant, a Budget Manager/Supervisor authorize an employee to combine College business travel with vacation or other personal reasons. The allowable travel expense claimed by the employee is limited to the costs associated with College business only.

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3.15 CLAIMING MEALS AND ACCOMMODATIONS

a. Meals within Atlantic Canada:

- i. Employees will be reimbursed the per-diem rate only (no receipts accepted) for meals while travelling “Within the four Atlantic Canadian provinces” on College business. Travel status begins at the time of the employee’s departure on College business, from his/her home or workplace, and ends with the employee’s return to his/her home or workplace. When travel status begins at least one hour or more before the beginning of a normal work day, breakfast per diem may be claimed. When travel status is expected to end after 6:30 pm, a supper per diem may be claimed.

- ii. The following per-diem meal rates (including taxes and gratuities) are claimable for all travel within Atlantic Canada.

Breakfast	\$10.00
Mid-Day (Lunch)	\$15.00
Evening (Supper)	\$25.00
Maximum daily per-diem	\$50.00

- iii. Per-diem expenses will not be reimbursed for the following:

- * Employees visiting another NSCC location within the community of their primary work location (e.g. Central Office and Metro Campus employees visiting another Metro Campus or Central Office).
- * Meals provided as part of a conference registration paid for by the College, unless for documented reasons i.e. health or work commitments, the individual cannot consume the provided meal. The per-diem rate will be paid out.
- * Meals provided during a business meeting, unless for documented reasons i.e. health limitations, the individual cannot consume the provided meal. The per-diem rate will be paid out.
- * Complimentary meals provided by an airline or at the location where overnight accommodations have been reserved, unless for documented reasons i.e. health limitations or work commitments, the individual cannot consume the provided meal. The per-diem rate will be paid out.

b. Meals outside Atlantic Canada:

- i. Employees will be reimbursed the per-diem rate only (no receipts accepted) for meals while travelling “Outside the four Atlantic Canadian provinces” on College business.

- ii. The following per-diem meal rates (including taxes and gratuities) are claimable for all travel outside Atlantic Canada. (in currency of travel location)

Breakfast	\$15.00
Mid-Day (Lunch)	\$20.00
Evening (Supper)	\$30.00
Maximum daily per diem	\$65.00

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- iii. Per-diem expenses will not be reimbursed for the following:
 - * Meals provided as part of a conference registration paid for by the College, unless for documented reasons i.e. health or work commitments, the individual cannot consume the provided meal. The per-diem rate will be paid out.
 - * Meals provided during a business meeting, unless for documented reasons i.e. health limitations, the individual cannot consume the provided meal. The per-diem rate will be paid out.
 - * Complimentary meals provided by an airline or at the location where overnight accommodations have been reserved, unless for documented reasons i.e. health limitations or work commitments, the individual cannot consume the provided meal. The per-diem rate will be paid out.

c. Accommodations:

- i. Actual and reasonable expenses for accommodations in an establishment which is conveniently located and comfortably equipped shall be reimbursed to the employee requiring overnight accommodations while on College business. When planning trips, employees should normally stay at establishments which are Preferred Vendors or which offer government or corporate rates. It is the responsibility of the employee to request a preferred rate upon registering. The use of luxury accommodations will not be reimbursed.
- ii. When employees are attending meetings or events in and around their primary work location (within 50 km) they will not use accommodations unless extenuating circumstances exist, there is documented justification and documented pre-approval is granted by an Executive Team Member.
- iii. When an employee is traveling away from their primary work location and requires accommodations which are located within 125 kilometers of their primary location, a documented reason is required to support the reimbursement. Safety concerns due to poor driving conditions (e.g. an unexpected major snow storm) and meetings going late into the evening are examples of reasonable explanations to support the reimbursement.
- iv. The College will reimburse the employee only for the room cost and related taxes as supported by submission of an original receipt. Meals, bar services, movies, etc. are the responsibility of the traveler and must be paid upon checking out of the hotel.
- v. Travelers are expected to review their invoice for accuracy before checking out.
- vi. Employees may make private arrangements for overnight accommodations with friends or relatives where such arrangements are not inconvenient for the purposes of the trip. Where private accommodations are used, the employee may be reimbursed to a maximum of \$25.00 per night, and may claim such without a receipt provided no other accommodations are claimed for the same time.

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vii. Travel outside Canada and United States:

In many developing countries it is extremely difficult to obtain receipts for meals and incidentals. As such, the College will accept the guidelines issued by the Treasury Board of Canada Secretariat, Appendix D for claiming per-diem rates for travel outside Canada and United States.

Actual meal receipts can still be claimed for this travel using the exchange rate for that day.

viii. Direct Billing of Hotel accommodations is only available to employees who are not eligible to receive a College Travel Card.

3.15 NON-REIMBURSABLE EXPENSES

A listing of non-reimbursable travel expenditures has been prepared as a guideline for individuals claiming reimbursements. This list does not include every non-reimbursable item. Employees must use reasonable judgment and care when they claim travel expenditures. For more detail on entertainment and other expenses, employees should refer to the Entertainment and Other Expenses Policy #62.51 available in the ourNSCC College Policies Repository

Exceptions to this list may be made with documented pre-approval from an Executive Team member.

- Accommodation charges for someone who is unconnected to the College who is accompanying the traveler
- Alcohol
- Child care expenses
- Club dues (see Entertainment and Other Expenses Policy)
- Tobacco products
- Corporate reward fees
- Credit card interest and fees (see Entertainment and Other Expenses Policy)
- Donations (see Entertainment and Other Expenses Policy)
- Excess personal baggage fees (more than one personal checked bag)
- Golf fees/ski passes (see Entertainment and Other Expenses Policy)
- Insurance (non-compulsory)
- MacPass in personal vehicles
- Magazines, books, newspapers, or other personal reading materials
- Membership – airline clubs
- Mini Bar/Refreshment Centre purchases
- Movies
- Parking tickets and traffic violations
- Personal cellular monthly fee
- Personal entertainment
- Pet care

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- Souvenirs or personal gifts
- Stopovers which are unrelated to College business. Personal portion cannot be claimed
- Toiletries
- Travel or baggage insurance (optional) except where required by the NSCC International Mobility Programs Policy. Such expense should be submitted in a Travel and Expense Claim Form with proof of purchase.

3.16 COMPLETING AND SUBMITTING A TRAVEL AND EXPENSE CLAIM FORM

- a. Employees can find the Travel and Expense Claim Form #62.03 in the ourNSCC College Policies Repository . The claimant must provide an authorizing signature demonstrating their accountability for the claim.
- b. The Travel and Expense Claim Form #62.03 must include details of the starting point and destination, along with the purpose of each trip. The approximate distance between each campus has been listed in Appendix C.
- c. The Travel and Expense Claim Form #62.03 must be approved by the employee’s Budget Manager/ Supervisor, and then sent to the campus administration department before being sent on to the Finance Department in Central Office.
- d. Original receipts and tickets must be submitted with the Travel and Expense Claim Form #62.03. In most instances credit card receipts will not provide adequate support for travel reimbursements.
- e. Employees must provide sufficient details when filling out a claim. This can be done on each receipt or on the form itself. Substantiation should include the purpose of the expenditure (e.g. why was the taxi taken? what was the airline ticket for? what was the hotel for? what was the purpose of the meal?), names of participants, timeline, etc.
- f. Guidelines to completing the Travel and Expenses Claim Form can be found at: <https://ournscC.nscC.ca/Departments/Finance/Pages/PandP.aspx>

3.17 FRAUD POLICY AND PROCEDURES

The College’s Fraud Policy #76.21 emphasizes that fraudulent activity includes the inaccurate reporting of financial information for personal advantage. The College retains the right to audit travel expenses. The payment of travel and expense claims does not represent final approval.

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4.0 POLICY SUPPORTS

- 43.05** International Travel Policy
- 62.03** Travel and Expense Reimbursement Form
- 62.51** Entertainment & Other Expenses Policy
- 62.61** Purchase Card Policy
- 76.21** Fraud Policy

Guidelines to completing the Travel and Expenses Claim Form can be found at:
<https://ournscC.nscC.ca/Departments/Finance/Pages/PandP.aspx>

NSCC Self-Service Conference options:
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