

<b>Travel and Related Expenses</b>	
<b>Category:</b> Administrative	<b>Approval Date:</b> April 14, 2020
<b>Policy Owner:</b> Vice President College Services	<b>Effective Date:</b> May 1, 2020
<b>Policy Administrator:</b> Financial Systems and Business Manager	<b>Review Period:</b> 3 years
<b>Recommended by:</b> Service Council	
<b>Associated Documents</b> <ul style="list-style-type: none"> <li>• Travel and Related Expenses Procedure</li> <li>• <a href="#">Travel and Business Expense Claim form</a></li> <li>• <a href="#">Travel and Expenses Quick Reference</a></li> <li>• <a href="#">Travel and Professional Development Fund Application form</a></li> <li>• Business Use of College, Rental and Personal Vehicles Procedure (under revision)</li> </ul>	

**PURPOSE**

To set standards for planning and arranging necessary travel to conduct authorized College business or employee professional development and for approval, reimbursement and disclosure of related expenses. This Policy and related Procedures are designed to ensure consistent, fair and reasonable practices and compliance with accounting standards and reporting requirements.

**SCOPE**

This Policy and associated procedures apply to all employees, officers and other representatives of Red Deer College travelling on College business and professional development activities. It encompasses all expenses related to employee travel, external professional development activities and other related expenses reimbursed in whole or partially by the College from any and all funds administered by the College.

Contractors' travel expenses are reimbursed as stated in each service contract and are not guided by this Policy.

**POLICY**

1. Red Deer College (RDC) recognizes the need for employees to travel on College business in the performance of their academic or administrative duties. RDC pays necessary and reasonable travel expenses incurred during this travel.

2. Expenses incurred in the course of College business travel are necessary and appropriate, with due regard for accountability.
3. Reimbursement of expenses is conducted in a fair and equitable manner.
4. Expenses incurred and reimbursed under this Policy are:
  - a. Directly related to the business of the College,
  - b. Allowable,
  - c. Permitted under the terms and conditions of the funding sources, and
  - d. Properly documented.
5. Employees are reimbursed for all applicable taxes charged on allowable expenses. Allowances are deemed to have Goods and Service Tax (GST) included in the amount.
6. When a discount or credit reduces the original travel cost, or when portion of expenses is paid by the third party, only the net expense are payable by the College.
7. Employees are expected to select the most economical mode of travel, based on cost, duration, convenience, safety and practicality.
8. Standard service for RDC business travel is:
  - a. Economy class without restrictions for air and rail travel,
  - b. Mid-range lodging and commercial eating facilities, based on cost, safety and convenience, and
  - c. Mid-size rental vehicles.
9. Where the need for higher class of service is demonstrated, upon assessing each individual case, the CFO or designate may approve an exception.
10. Out-of-province and trans-border College travel must be pre-approved as per established College procedures.
11. No individual is required or permitted to travel to countries or regions where their safety and wellbeing may be affected.
12. Travel arrangements are made through the College's contracted service provider.
13. Expenses claimed for reimbursement are properly documented and approved in accordance with the College's *Signing Authority and Contracts Execution Policy*. Where the expense incurred is directly attributable to the claimant, the claimant's next level of authority approves those expenses.
14. Travel expenses are disclosed as required under the Government of Alberta *Public Disclosure of Travel and Expenses Policy*. Expenses must be easily identifiable and attributable for disclosure purposes.
15. Financial Services provides a definitive interpretation of the application of this Policy.

## **RELATED POLICIES**

[Hosting and Business Expenses Policy](#)

Signing Authority and Contractual Commitments

## DEFINITIONS

**Business Travel:** travel away from one's normal place of employment for the purpose of conducting College business or engaging in professional development activities, excluding commute between one's residence and place of employment, funded in full or partially by the funds administered by the College

**Detailed Receipt:** a receipt provided by the vendor or supplier which itemizes the goods or services purchased, indicates the date, name of facility, amount of taxes charged and a total.

**Economy Class without Restrictions:** the lowest air or rail service class without restrictions on travel dates, changes or advanced reservations (usually available for a fee).

**In-province Travel:** travel within the Province of Alberta.

**Local Travel:** travel within the limits of city and county of Red Deer.

**Mid-range Lodging Facility:** facility offering mid-range service, such as food and beverage room service, in-room entertainment, Wi-Fi, but usually does not provide upscale restaurants and lounges, valet and concierge services or private dining facilities.

**Mid-size Rental Vehicle:** vehicle that can seat a maximum of five passengers (usually two adults) with storage space for approximately two suitcases in the trunk.

**Most Economical Mode of Travel:** most practical mode of travel taking into consideration the time spent in travel, impact on the productivity of the traveller, cost of transportation and subsistence required for the duration of the trip.

**Out-of-Province Travel:** travel to a destination outside the Province of Alberta.

**Trans-border Travel:** travel originating either in or outside of Canada to a destination outside of Canada.