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# TRAVEL AND BUSINESS EXPENSE CLAIM QUICK REFERENCE

## Travel and Business Expense Claim Form

- The form is used for reimbursement of expenses for RDC employees on Payroll. If used to request a travel advance, please select that option on the form and enter the amount required.
- The form is intended to be completed electronically to take advantage of the automated features and calculations. Please download the most recent version of the form from [RDC Forms Index](#).
- All requested personal information is required.
- Incomplete claims will be returned to the spending authority and it will delay payments.
- Expense claims must be approved by the administrative supervisor with spending authority on the budget being charged. Professional development expense claim are approved by respective PD representatives.

## Timelines for submission and reimbursement

- Expense claims are due in Financial Services by the earlier of:
  - One month following the event or return date, or
  - June 30 of the calendar year in which expense was incurred.
- Claims received by Financial Services before noon on Thursday are paid by Thursday of the following week.

## Documentation

- Original itemized receipts showing the amount of taxes are required for all actual expenses. Hotel, rental car and similar receipts issued to a named person must be issued in the name of the claimant.
- Lost Receipt Declaration form must be completed whenever original itemized receipt lost and expense exceeds \$10.00.

## Expenses Incurred Outside of Canada

- Expenses incurred outside of Canada on College related travel are paid in Canadian dollars.
- When completing expense claim, you need to select the currency in which expenses were incurred.
- Exchange rate used to convert expenses to Canadian dollars is either an
  - actual exchange rate employees are charged on their credit card or to purchase foreign currency, with the proof of that rate, or
  - exchange rate used by the College in the period in which the claim is prepared, or
  - exchange rate published by the [Bank of Canada](#) for the applicable travel dates.
- Where Bank of Canada does not provide a rate for the currency from your country of travel, you can use historical exchange rate from another currency converter e.g. [Oanda](#).

## Schedule of Allowances

- **Ground Travel**
  - You can claim \$0.50 per kilometer for use of your personal vehicle in-province or flat rate as indicated in the chart below.
  - When personal vehicle is used to travel outside of Province of Alberta, you can claim expenses at a rate of \$0.20 per kilometer to a maximum of \$625.00.
  - When using a personal vehicle to get to an airport in Calgary or Edmonton to board a flight, you can claim \$134.00

Ground Travel Chart – Return Trip from Red Deer College to Frequented Destinations <sup>1</sup>					
Banff	\$262.00	Grande Prairie	\$611.00	Ponoka	\$60.00
Calgary Airport	\$134.00	Innisfail	\$32.00	Rocky Mountain House	\$84.00
Calgary	\$146.00	Lethbridge	\$351.00	Lacombe	\$31.00
Edmonton Airport	\$134.00	Stettler	\$83.00	Sylvan Lake	\$26.00
Edmonton	\$155.00	Olds	\$64.00	Wetaskiwin	\$105.00

- **Meals**
  - When traveling in Canada in USA, travelers can claim a meal allowance without receipts for breakfast, lunch and dinner in the amount of \$10.00, \$15.00 and \$30.00 respectively to a maximum of \$55.00 per day.
  - Maximum expenses outside of Canada and US are based on current [National Joint Council Travel Directive](#).
- **Other**
  - Travelers can claim incidental expenses of \$10.00 CAD or USD for each night spent on travel in Canada and USA respectively.
  - For travel outside of Canada and USA, incidental expenses are determined based on current [National Joint Council Travel Directive](#).

## Related Documents and Other Resources

- [Travel and Related Expenses Policy](#)
- [Travel and Reimbursement of Expenses Procedure](#)
- Travel and Professional Development Fund Application form
- Procedure for Business Use of College, Rental and Personal Vehicles [under development]

<sup>1</sup> Amounts represent distances from RDC to city centres as calculated by [Google maps](#)