

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



POLICY CONCERNING MEALS, LODGING AND TRAVEL EXPENSES

This policy was adopted for the first time by Board of Governors' resolution number 1440 on February 19, 1993 and subsequently amended by resolution numbers:

| | |
|---------------------------|--------------------|
| 232 (Executive Committee) | September 14, 1994 |
| 291 (Executive Committee) | September 30, 1997 |
| 346 (Executive Committee) | May 16, 2000 |
| 379 (Executive Committee) | October 10, 2001 |
| 439 (Executive Committee) | June 18, 2004 |

ARTICLE 1 OBJECTIVES

1.01 This policy's objectives are to:

- a) ensure that employees and board members are reimbursed fairly for expenses incurred during the course of their duties; and,
- b) ensure that the College's use of public funds is effective and appropriate.

ARTICLE 2 JUSTIFICATION

2.01 Meal, travel, lodging and other related expenses are reimbursed by the College in connection with College business upon the presentation of an expense report accompanied by the appropriate receipts, and approved by the designated authority.

ARTICLE 3 RATES

3.01 All meal expense accounts must be accompanied by receipts. Meal costs, including taxes and tips, are reimbursed according to the following limits:

| | |
|---------------------|---------|
| Breakfast | \$ 8.00 |
| Lunch | \$17.00 |
| Dinner | \$25.00 |
| Total daily maximum | \$50.00 |

3.02 When a private automobile is used, travel expenses are reimbursed at 42 cents per kilometre. An additional 4 cents applies when one or more passengers accompany the driver. In this case, the names of the passengers must appear on the expense report. For travel by taxi (only in urban areas), bus, train or rented car, the actual cost is reimbursed. Travel by air should be at the most economical rate available. The College will not reimburse business or first class

travel. The actual airline ticket will serve as the receipt for reimbursement purposes.

3.03 The real cost of lodging at a hotel is reimbursed up to the following daily maximums (before taxes);

| | |
|---------------------|----------|
| Montreal | \$130.00 |
| Quebec City | \$120.00 |
| Elsewhere in Québec | \$110.00 |

3.04 Lodging at the home of a relative or friend is reimbursed on the basis of \$40.00 per night and requires no receipt.

3.05 A maximum amount of \$5.00 per day is authorized for miscellaneous expenses related to hotel lodging such as personal phone calls, tips, etc.

3.06 Reimbursement claimed for expenses in a foreign country must be reasonable considering the circumstances and the exchange rate. In the case of travel in the US, the meal maximums as listed in Article 3.01 will apply in US funds.

3.07 Employees and Board Members who are regularly required to use their personal automobile for College business, and further are required by their insurance company to increase their insurance coverage for business travel, will be reimbursed the differential in their premium on presentation of the appropriate supporting documentation.

ARTICLE 4 PROOF OF STAY

4.01 For an overnight stay in a hotel or motel, the proof required is the room bill showing receipt of payment by the hotel or motel.

4.02 In the case of local and same day travel where proof of travel is not substantiated by a hotel bill, other evidence of proof of travel may be required.

ARTICLE 5 ALLOWABLE DISTANCES

5.01 Distances accepted as a basis for the calculation of mileage are listed below:

| | |
|-----------------------------------|--------|
| Sherbrooke - Quebec/Ste. Foy | 240 km |
| Sherbrooke - Montreal/St. Lambert | 160 km |
| Sherbrooke – Drummondville | 80 km |
| Sherbrooke – Lennoxville | 10 km |
| St. Lambert - Drummondville | 105 km |
| St. Lambert - Quebec/Ste. Foy | 255 km |
| Quebec - Drummondville | 160 km |

Distances are calculated starting from the College and not from one's residence.

ARTICLE 6 EXTERNAL RELATIONS

6.01 Reasonable expenses will be reimbursed when incurred in the company of non-employees. Such expenses require the approval of the senior officer at the location involved and may be paid from the budget specifically allocated for external relations at that location.

ARTICLE 7 EXCEPTIONS

7.01 Only the Director General or the Director of Financial Services may authorize an exception to this policy, and in the case of a campus, the recommendation of the Campus Director is required.

ARTICLE 8 FORM

8.01 Meals, travel and lodging expenses shall be submitted for approval and reimbursement on the form attached to this policy no later than a month following the date of the expense.

8.02 Signature of the expense report by the appropriate authority indicates approval of the activity justifying reimbursement of the expenses.