AD 12 Travel, Meals and Hospitality

Classification: Administration
Responsible Authority: Director, Finance and Administrative Services
Executive Sponsor: Vice President, Finance and Administration
Approval Authority: Algonquin College Executive Team
Date First Approved: 2011-04-01
Date Last Reviewed: 2017-09-06
Mandatory Review Date: 2022-09-06

PURPOSE
This policy sets forth the guidelines for allowable travel, meal and hospitality expenses to ensure the expenditure of College funds is properly authorized and supports College business, initiatives and goals and is of an appropriate standard.

SCOPE
This policy applies to all College employees, Board of Governors members, appointees, volunteers, and all consultants and contractors engaged by the College.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broader Public Sector (BPS)</td>
<td>Broader Public Sector (BPS) Organizations include those organizations who receive government transfer payments to provide services to the public. These include: colleges, universities, school boards, hospitals, long-term care facilities, community care access centres and children’s aid societies.</td>
</tr>
<tr>
<td>Hospitality</td>
<td>The provision of food, beverage, accommodation, transportation and other amenities to people who are not engaged to work for the College, any other Broader Public Sector (BPS) organizations, or any of the other Ontario government ministries, agencies or public entities.</td>
</tr>
<tr>
<td>Itemized Receipt</td>
<td>A document from the vendor itemizing the goods and/or services received, and the cost per unit of each good and/or service. Credit card and charge slips are only considered a receipt if they provide the detailed itemization mentioned above.</td>
</tr>
<tr>
<td>Light Refreshments</td>
<td>Includes beverages such as coffee, tea, bottled water, juice or soda, and food items such as fruit, cookies, pastries or chips when not served as part of a meal.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Expenses</td>
<td>The provision of food, beverage, transportation, room rental and other related expenses to College employees, any other Broader Public Sector (BPS) organizations, or any of the other Ontario government ministries, agencies or public entities for business purposes.</td>
</tr>
<tr>
<td>Spend Authorization</td>
<td>A Spend Authorization is used to grant permission for future expense. It is initiated by the employee before travel takes place, and must be approved by the manager(s) in advance.</td>
</tr>
</tbody>
</table>

**POLICY**

1. Rules and procedures surrounding expenditures and employee reimbursement of expenses are based on four principles.

1.1. Accountability. All travel and expense claims submitted by employees, or expenses incurred by the College must be the result of College business activity.

1.2. Transparency. All rules and policies surrounding travel, meals and hospitality and employee reimbursement for these expenses are available to employees and the public on the College web site.

1.3. Value for Money. College funds must be used prudently and safeguarded. All expenses incurred must be in support of the College’s objectives, must be economical with due regard for health and safety, and must have appropriate approvals before being spent.

1.4. Fairness. Legitimate and authorized expenses incurred by employees while on College business will be reimbursed. An employee should not incur a financial loss as a result of providing authorized College business.

This policy aligns with the Broader Public Sector Expenses Directive, issued by the Management Board of Cabinet. Please refer to the Algonquin College Finance Website for the link to this directive.

**2. EMPLOYEE REIMBURSEMENT**

2.1 Employees must obtain approval from the appropriate authority before incurring any expenses on College business.

2.2 All travel arrangements must be made through the College’s preferred travel agency. See the Preferred Vendor List on the Procurement Website for listing of approved vendors.

2.3 Employees seeking reimbursement for expenses must provide itemized receipts for all items being claimed.

2.4 Employees approving expense claims must ensure that the expenses being claimed are the result of approved College business and that all itemized documentation is present before providing an electronic approval.
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2.5 Employees cannot approve their own expenses.

2.6 In situations where expenses are incurred for a group of employees, only the most senior person present at the event may make a claim for the expenses.

2.7 To ensure the timely recording of expenses, Algonquin College reserves the right to reject reimbursement claims that are more than 6 months old.

2.8 All travel expenses except meal costs (see section 6) must be paid using the College Corporate Card. Expenses paid by personal credit card will not be reimbursed except for meal costs or under special circumstances (e.g. the vendor will not accept the College Corporate Card as a form of payment). Meal costs should not be charged to the College Corporate Card since the employee will be allowed to claim a meal allowance.

2.9 Under no circumstances shall contractors and consultants be reimbursed for Hospitality, incidental or food expenses.

3. NON–REIMBURSABLE EXPENSES

Algonquin College reserves the right to refuse, partially or wholly, reimbursement of non-business related expenses. The following list includes items (not all inclusive) for which the College will not allow employees to submit claims:

3.1 Items purchased for personal use.

3.2 Any fines incurred due to criminal act, traffic violations or border crossing violations.

3.3 Hotel room movie/ game charges or in-room bar services.

3.4 Any additional/ incremental costs for travelling with a companion, making voluntary changes to existing travel arrangements, or ‘no show’ charges except incurred because of business related circumstances or extenuating personal circumstances.

3.5 Expenses incurred on behalf of other Algonquin College employees with the exception of items expensed under clause 2.6.

3.6 Club memberships such as social clubs, fitness clubs, golf clubs for socializing or personal purposes.

3.7 Professional advisory services for personal business, such as tax or estate planning.

3.8 No reimbursement related to attendance or participation at political fundraising events.

3.9 Ineligible expenses shall be either denied or reimbursed to the College by the claimant.

4. TRAVEL

4.1 The policy applies when business travel is required. Travel does not refer to an employee’s normal commute to work. Any expenses related to an employee’s normal commute will not be
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reimbursed.

4.2 The College will pay legitimate travel expenses of persons travelling on College business such as registration, accommodation, meals, transportation, and reasonable incidental expenses, etc.

4.3 Whenever possible, travel and accommodation will be arranged for the day of the meeting/appointment. All associated costs incurred, while on College business, will be of the most economical means available.

4.4 A Spend Authorization must be completed and approved for travel costs exceeding $200 before tax.

4.5 Travel advance overpayments are considered a debt owing to the College and any overpayment will be deducted from the employee’s pay, or if the employee has left the College, the employee will be billed for the amount owing.

4.6 Contractors and consultants must submit itemized receipts. Reimbursement for allowable expenses (travel and accommodation only – see clause 2.9) can be claimed and reimbursed only when specifically identified in the contract.

5. HOSPITALITY

5.1 Hospitality expenses are limited to the provision of food, beverage, accommodation, transportation and other amenities provided to people who are not engaged to work for the College, any other Broader Public Sector (BPS) organizations, or any of the other Ontario government ministries, agencies or public entities. Functions involving only Algonquin College employees are not considered hospitality functions. Eligible expenses include meeting expenses as defined in Section 8.

5.2 Hospitality may only be provided when it does not obligate, appear to obligate or inappropriately influence the recipient and is provided in support of the College’s initiatives and goals.

5.3 Hospitality events should use College-owned facilities whenever available and appropriate. Off-site hospitality events (including those in private residences) must be approved, in writing, by a member of the Algonquin College Executive Team.

5.4 Hospitality does not include office social events, staff holiday parties/lunches, retirement parties, flowers, donations, gifts, or memorials. These expenses will not be reimbursed.

6. MEALS

6.1. Meals taken during travel will be reimbursed at the established meal reimbursement rates, regardless of the actual meal costs. This is a meal allowance. Taxes and gratuities are included in the meal reimbursement rates. Receipts are not required to be submitted with meal claims or retained.
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6.2. Meal reimbursement rates in Canada and outside of the US are:
   • Breakfast Period: $12.00
   • Lunch Period: $15.00
   • Dinner Period: $33.00

6.3. Meal rates for travel in the US will be the same as the rates in Canada but in US funds, converted to the Canadian dollar equivalent. For example, at the time of travel, if the exchange rate is $1 US = $1.35 CAD, then the breakfast rate will be $16.20 CAD ($12.00 US x 1.35).

6.4. Meals must be purchased in order to be able to submit a claim for reimbursement. If a meal is supplied by the hotel or event attended, then a meal reimbursement may not be claimed.

6.5. In limited and exceptional circumstances (e.g. health considerations; limited eating options available; higher costs on foreign travel) where the actual meal expense is higher than the meal reimbursement rate, the actual cost of the meal may be reimbursed. In these situations, the claim for meal reimbursement must be accompanied by an itemized receipt and a written rationale for exceeding the rate. A credit card slip is not sufficient. Approval is subject to managerial discretion.

7. ALCOHOL

7.1 Alcohol can only be served for one-time hospitality events with prior written approval from the President. Please refer to “Request for alcohol provision as hospitality expense” form on the Algonquin College Finance Website.

7.2 If a department of the College deems the service of alcohol to be integral to their business the department may apply for special status that would allow the Board of Governors to approve the service of alcohol at hospitality events for the academic year. Special status would have to be requested and approved annually. Only the Board of Governors can grant approval for special status. Please refer to “BOG – Special status request for service of alcohol” form on the Algonquin College Finance website.

7.3 The serving of alcohol must be done in a responsible manner.

7.4 The department hosting the event is responsible for obtaining any required liquor licenses and complying with all Federal and Provincial laws.

7.5 Alcohol cannot be claimed as a meeting expense, or as part of travel meal expenses.

7.6 Employees will not be reimbursed for alcohol served or consumed at events in which only College employees, Broader Public Sector (BPS) organizations, and any of the other Ontario government ministries, agencies or public entities are present.

8. MEETING EXPENSES

8.1 Meeting Expenses are allowed when the meeting is due to College business and the meeting is not a regularly scheduled departmental meeting. Other examples of meeting expenses include
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activities and events provided to College staff and/or other BPS employees which advance the College’s strategic directions, or staff professional development events. All meeting expenses require prior written approval by the appropriate supervisory staff member.

8.2 The College may also provide support including meals and refreshments when hosting staff from other institutions, including BPS agencies and provincial ministries or agencies, during discussions or conferences on issues of mutual interest and/or cooperation that seek to further either institutional or governmental objectives. Such expenses may be claimed as meeting expenses provided approval is obtained from the appropriate Vice-President.

8.3 The President may also approve College-wide events for business purposes or where the event is considered desirable as a matter of protocol or courtesy.

8.4 Meeting Expenses do not include office social events, retirement parties, staff holiday parties/lunches, flowers, donations, gifts, or memorials. These expenses will not be reimbursed.

8.5 Meals served to employees as part of a meeting are only allowable in cases where the meeting falls over a regular meal period and the meeting could not be accommodated at any other time. If an employee submits a claim for reimbursement of meeting expenses, original, itemized receipts must accompany the claim as well as proof of the business nature of the meeting, such as the agenda from the meeting.

8.6 Light refreshments may be served at staff-only meetings where the meeting is in excess of 2 hours, or when the meeting involves non-staff members.

9. GIFT GIVING

9.1 Appropriate gifts of appreciation with a small intrinsic value may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the College, either as employee, consultant or contractor. Appropriate receipts must accompany any claim for reimbursement.

10. FAILURE TO ADHERE TO POLICY

10.1 Should an employee fail to adhere to the Travel, Meals and Hospitality Policy, the supervisor of the employee will take appropriate corrective action. Failure to adhere to this policy may result in disciplinary action.

10.2 If an approver exercises discretion in making an exception to this policy, in order to ensure proper record keeping for audit purposes, written documentation detailing the exception must be made by the claimant and signed by both the approver and the appropriate Vice President, or President, as appropriate, and must accompany the claim.

10.3 Since expenses are subject to audit, ineligible expenses identified through audit shall be reimbursed to the College by the claimant.
These are the steps to be followed before, during and after travel:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Before Travel</strong></td>
<td><strong>1. Spend Authorization</strong></td>
</tr>
<tr>
<td><strong>1.1</strong></td>
<td><strong>1.1.1</strong> Employee is required to complete a Spend Authorization prior to incurring any expenses. If the travel is between campuses or under $200 before tax, no Spend Authorization is required. Employee travelling**</td>
</tr>
<tr>
<td><strong>1.1.2</strong></td>
<td><strong>Ensure all necessary approvals have been completed prior to travel. Additional approvals are required for out of province and/or out of country travel. Employee travelling</strong></td>
</tr>
<tr>
<td><strong>1.1.3</strong></td>
<td><strong>International Travel – Outside Canada and US:</strong> Employee travelling</td>
</tr>
<tr>
<td></td>
<td><strong>Travel advances will be only allowed for travel outside of Canada or US. Travel advance requests must not exceed the estimated amount of the proposed travel being approved, and will not be less than $400 and more than $5000. All travel advances will be directly deposited to the employee’s bank account in Canadian funds.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If a travel advance is being requested, and Spend Authorization is completed with all required approvals, a minimum of 5 working days before the advance is required in order to provide the cash advance.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>A second travel advance will not be issued while any other travel advance for the same employee remains outstanding.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Please refer to AD17 International Travel and Safety – Employees for employee obligation related to international travel.</strong></td>
</tr>
<tr>
<td><strong>1.2</strong></td>
<td><strong>Air / Train Travel Tickets</strong></td>
</tr>
<tr>
<td><strong>1.2.1</strong></td>
<td><strong>All travel arrangements must be made through the College’s preferred travel agency. See Preferred Vendor List on Procurement website for listing of approved vendors. The preferred travel agency will bill the College directly for these costs. Employee travelling</strong></td>
</tr>
<tr>
<td><strong>1.2.2</strong></td>
<td><strong>Employees must use their Corporate Card or their department’s Procurement Card to pay for tickets. Employee travelling</strong></td>
</tr>
<tr>
<td><strong>1.2.3</strong></td>
<td><strong>Travel will normally be by the most economical class. Employees travelling on College business on flights longer</strong></td>
</tr>
</tbody>
</table>
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than 6 hours are permitted to travel business class. Tickets purchased through the College’s preferred travel agency will be emailed directly to the employee.

1.3 Travel by Vehicle

1.3.1 When it is economical and practical to travel by vehicle, the order of preference is:
   1. Rental vehicle
   2. Personal vehicle if it is more economical than a rental vehicle

1.3.2 Employees travelling together or to the same destination will share automobiles where practical.

1.3.3 Rental Vehicle

Employees are encouraged to rent a vehicle under the College’s name rather than use their own vehicle when travelling on out of town trips. A general rule of thumb is to rent a vehicle if travelling more than 200 kilometres in total.

A list of preferred vehicle rental agencies is available from Procurement. Arrangements can be made through the College’s preferred travel agency, or directly with the College’s preferred vehicle rental agency.

When renting a vehicle, a midsize or smaller vehicle is recommended. Luxury or sports vehicles are prohibited.

When signing the contract for a rental car that is being rented using your College Credit Card, please decline insurance offered by the rental agency. When signing the contract, you should indicate “Algonquin College” in addition to your signature if it is not already referenced on the contract.

1.3.4 Personal Vehicle

The College assumes no financial responsibility for use of a personal vehicle. For clarity, your personal insurance provides your primary coverage in case of accident. The College will pay a kilometric rate if an employee is using a personal vehicle for business travel. A chart of kilometer allowance rates are provided in Appendix 2.

When using a personal vehicle, record the actual kilometres driven.
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If an employee will be driving more than 200 kilometres, it is recommended that the employee should use a rental vehicle.

1.3.5 Accident Reporting

Every accident must be immediately reported to local law enforcement authorities and the employee’s manager. Please follow the instructions on the College’s Risk Management website for accident reporting.

1.4 Travel Insurance

1.4.1 Travelling Inside of Canada

College employees are eligible for coverage under Algonquin College’s extended health care benefit plans in the event of injury or illness. The cost of additional medical/health insurance will not be reimbursable for travel within Canada.

1.4.2 Travelling Outside of Canada

College employees travelling outside of Canada will be provided with the contact information for the College insurance provider when they provide a copy of their travel advance and authorization form to Human Resources (see Policy AD17 International Travel & Safety - Employees). Additional information related to medical and security assistance is also available through the insurer. This insurance is paid for by the College.

1.4.3 Travel Accident Insurance

Please refer to the College’s Risk Management website for Travel Accident Insurance.

1.4.4 Using a Personal Vehicle

Please refer to the College’s Risk Management website for guidance on insurance coverage while using a personal vehicle.

1.5 Accommodation

1.5.1 Accommodation will be the most economical (Government or Corporate rates where available).

1.5.2 Accommodation arrangements must be made through the College’s preferred travel agency.

1.5.3 Private accommodation with relatives or friends may be arranged. An allowance of $25.00 per night may be claimed in
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lieu of a charge for commercial accommodations, provided
the funds are used for a gift, or token of gratitude for your
host. Instead of a receipt, you must submit a written
explanation describing the purpose of your trip, identifying
the host and the number of days you stayed.

1.5.4 Services such as movie or game rentals, bar service, and other
hotel services will not be reimbursed. If the employee wishes
to use these services, it is recommended that the employee
ask for a separate invoice so they will not appear on the
receipts submitted for claim.

2. During Travel

2.1 Incidental Expenses

For each full day of travel, an employee may claim a
reasonable amount for incidental expenses such as internet
charges, gratuities, laundry, dry cleaning, etc. This is not a per
diem rate. Only expenses incurred and supported with an
itemized receipt will be reimbursed.

2.2 Visa and Immunization

An employee may be reimbursed for the cost of visa fees, plus
the cost of immunizations and medications if necessary, for
international travel.

An employee will not be reimbursed for the cost of acquiring
a passport.

2.3 Telephone

Employees must ensure that they have acquired an adequate
roaming package/ cell phone coverage including data plans
prior to travel.

2.4 Foreign Exchange

Claims for expenditures in foreign currency are to be reported
in the local currency. The College’s Financial system will
perform the conversion and employees will be reimbursed in
Canadian dollars. Expenditures made by credit card will be
converted on the credit card statement.

2.5 Hospitality While Travelling

It is recognized that at times it is necessary to entertain clients.
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Employees are expected to apply a common sense approach with a view to minimizing these expenditures. Supporting documentation is required for employee reimbursement.

Hospitality cannot be claimed for consultants, contractors or other Broader Public Service employees.

3. After Travel

3.1 Expense Report

3.1.1 Employees must complete an Expense Report for reimbursement of allowable expense using the College's Financial system.

3.1.2 Expense Reports must be submitted within 1 month of the completion of the trip.

3.1.3 Itemized receipts for all expenses being claimed must be included (except for meal allowance reimbursements).

3.1.4 Expense Reports must be completed with all appropriate approvals as identified in Appendix 3.

3.1.5 Approvers of travel expense claims must ensure that claims are for legitimate business expenses only and are in compliance with this policy. The approver must also ensure all required documentation to support the claim has been submitted.

SUPPORTING DOCUMENTATION

Appendix 1 Chart of Distances
Appendix 2 Kilometrage Reimbursement Rates
Appendix 3 Accountability and Signing Authorities
Appendix 4 Sample Meal Allowance Scenarios

RELATED POLICIES
AD17 International Travel and Safety - Employees

RELATED MATERIALS
Purchasing Policy & Procedure Manual

Procurement website (for link to Preferred Travel Vendor)
http://www.algonquincollege.com/purchasing/
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BOG – Special status request for service of alcohol

Exception to Travel Policy

Request for alcohol provision as hospitality expense
http://www.algonquincollege.com/finance/files/2014/02/President-Approval-for-Alcohol-Service-fillable.pdf

Broader Public Service Expenses Directive:

Broader Public Service Procurement Directive:

Risk Management Website:
# Chart of Distances

## Kilometers One Way from Woodroffe

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance</th>
<th>Location</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrie</td>
<td>436</td>
<td>Montreal</td>
<td>96</td>
</tr>
<tr>
<td>Belleville</td>
<td>245</td>
<td>NAC</td>
<td>15</td>
</tr>
<tr>
<td>Brockville</td>
<td>115</td>
<td>North Bay</td>
<td>369</td>
</tr>
<tr>
<td>Casselman</td>
<td>56</td>
<td>Oshawa</td>
<td>388</td>
</tr>
<tr>
<td>Cornwall</td>
<td>113</td>
<td>Ottawa Airport</td>
<td>15</td>
</tr>
<tr>
<td>Embrun</td>
<td>40</td>
<td>Pembroke</td>
<td>138</td>
</tr>
<tr>
<td>Kanata</td>
<td>19</td>
<td>Perth</td>
<td>78</td>
</tr>
<tr>
<td>Kingston</td>
<td>172</td>
<td>Scotiabank Place</td>
<td>17</td>
</tr>
<tr>
<td>La Cite</td>
<td>19</td>
<td>Sudbury</td>
<td>497</td>
</tr>
<tr>
<td>Kempenfelt</td>
<td>436</td>
<td>Toronto</td>
<td>423</td>
</tr>
<tr>
<td>Montebello</td>
<td>96</td>
<td>Train Station</td>
<td>15</td>
</tr>
</tbody>
</table>

## Kilometers One Way from Pembroke

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance</th>
<th>Location</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achray</td>
<td>70</td>
<td>Foresters Falls/Wilderness Tours</td>
<td>44</td>
</tr>
<tr>
<td>A.E.C.L.</td>
<td>48</td>
<td>Golden Lake</td>
<td>48</td>
</tr>
<tr>
<td>Barry’s Bay</td>
<td>91</td>
<td>Opeongo High</td>
<td>48</td>
</tr>
<tr>
<td>Deep River</td>
<td>25</td>
<td>Petawawa</td>
<td>18</td>
</tr>
<tr>
<td>Eganville</td>
<td>35</td>
<td>Round Lake</td>
<td>45</td>
</tr>
</tbody>
</table>
KILOMETRAGE REIMBURSEMENT RATES

<table>
<thead>
<tr>
<th>Kilometers Driven**</th>
<th>Southern Ontario (cents per km)</th>
<th>Northern Ontario (cents per km)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 4,000 km</td>
<td>40.0</td>
<td>41.0</td>
</tr>
<tr>
<td>4,001 – 10,700 km</td>
<td>35.0</td>
<td>36.0</td>
</tr>
<tr>
<td>10,701 – 24,000 km</td>
<td>29.0</td>
<td>30.0</td>
</tr>
<tr>
<td>More than 24,000 km</td>
<td>24.0</td>
<td>25.0</td>
</tr>
</tbody>
</table>

*As per Memo issued from the College Compensation and Appointments Council, August 16, 2006.

**Employees must track their cumulative kilometres driven per year, and use the appropriate rate on each claim.
**AD12: APPENDIX 3**

**ACCOUNTABILITY AND SIGNING AUTHORITIES**

<table>
<thead>
<tr>
<th>AUTHORIZATION REQUIRED PRIOR TO INCURRING EXPENSE</th>
<th>President</th>
<th>Vice-President</th>
<th>Dean/Director</th>
<th>Manager/Chair</th>
<th>Other Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAVEL</strong></td>
<td>N/A</td>
<td>Supervisor approval (i.e. President)</td>
<td>Supervisor approval</td>
<td>Supervisor approval</td>
<td>Supervisor approval</td>
</tr>
<tr>
<td>Authority to travel within Ontario (including Gatineau region)</td>
<td>N/A</td>
<td>Supervisor approval (i.e. President)</td>
<td>Supervisor approval</td>
<td>Supervisor approval</td>
<td>Supervisor approval</td>
</tr>
<tr>
<td>Authority to travel outside Ontario (or Gatineau region), but within Canada</td>
<td>Requires Chair of the Board of Governors approval</td>
<td>Supervisor approval (i.e. President)</td>
<td>Vice-President approval</td>
<td>Supervisor and Dean/Director approvals</td>
<td>Supervisor and Dean/Director approvals</td>
</tr>
<tr>
<td>Authority to travel to USA</td>
<td>Requires Chair of the Board of Governors approval</td>
<td>Supervisor approval (i.e. President)</td>
<td>Vice-President approval</td>
<td>Supervisor and Vice-President approvals</td>
<td>Supervisor and Vice-President approvals</td>
</tr>
<tr>
<td>Authority to travel outside of Canada and USA</td>
<td>Requires Chair of the Board of Governors approval</td>
<td>Supervisor approval (i.e. President)</td>
<td>Vice-President and President approvals</td>
<td>Supervisor, Vice-President and President approvals</td>
<td>Supervisor, Vice-President and President approvals</td>
</tr>
<tr>
<td><strong>ALCOHOL</strong></td>
<td>Chair of the Board of Governors</td>
<td>President authorization and approval required</td>
<td>President authorization and approval required</td>
<td>President authorization and approval required</td>
<td>President authorization and approval required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNING AUTHORITY LIMITS TO APPROVE TRAVEL ADVANCES AND EXPENSE REIMBURSEMENT</th>
<th>President</th>
<th>Vice-President</th>
<th>Dean/Director</th>
<th>Manager/Chair</th>
<th>Other Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel funds advance</td>
<td>No limit</td>
<td>Estimated claim up to $5,000</td>
<td>Estimated claim up to $2,000</td>
<td>Estimated claim up to $1,000</td>
<td>N/A</td>
</tr>
<tr>
<td>Travel expense claim</td>
<td>No limit</td>
<td>No limit</td>
<td>$99,999</td>
<td>$24,999</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### SAMPLE MEAL ALLOWANCE SCENARIOS

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Claimable Amount</th>
<th>Allowance or Actual?</th>
<th>Corporate Card Used to pay?</th>
<th>Receipts Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenarios where a Corporate Card should not be used to pay for meals:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>An employee travels out-of-town for 1 day and purchases breakfast, lunch and dinner for a total of $55.</td>
<td>$60</td>
<td>Allowance</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>An employee travels out-of-town for 1 day and breakfast, lunch and dinner for a total of $75. The employee’s supervisor does not approve the overage.</td>
<td>$60</td>
<td>Allowance</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>An employee travels out-of-town for 1 day and purchases breakfast, lunch and dinner for a total of $75. The employee’s supervisor approves the overage.</td>
<td>$75</td>
<td>Actual</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>An employee attends a 1 day conference. Breakfast is included with the hotel stay and lunch is provided at the conference. The employee purchases dinner for $28.</td>
<td>$33</td>
<td>Allowance for dinner only</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Scenario where a Corporate Card should be used to pay for meals:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A manager travels with 2 staff and pays for lunch for all 3 employees using the Corporate Card. The total meal cost for all 3 employees is $40.</td>
<td>$0*</td>
<td>Actual</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Scenarios where a Corporate Card has been used to pay for meals:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>While staying at a hotel, the employee charges dinner at the restaurant or room service to their room. The meal cost is $28.</td>
<td>$0*</td>
<td>Actual</td>
<td>Yes (for hotel bill which includes meal charge)</td>
<td>Yes, attach meal receipt to hotel bill</td>
</tr>
<tr>
<td>An employee travels out-of-town for 1 day and charges $55 for breakfast, lunch and dinner to the Corporate Card.</td>
<td>$0*</td>
<td>Actual</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>An employee travels out-of-town for 1 day and charges $85 for breakfast, lunch and dinner to the Corporate Card. The supervisor has not approved the overage.</td>
<td>$0*</td>
<td>Employee will be required to reimburse $25 to the College</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* No expense claim is made for reimbursement to the employee as the cost of the meals has been charged to the Corporate Card. A meal allowance reimbursement cannot be claimed. The Corporate Card must be reconciled at month end by the employee with copies of receipts attached. The employee’s supervisor must also approve the Corporate Card reconciliation.