

## AD 12

## Travel, Meals and Hospitality

Classification:	Administration
Responsible Authority:	Chief Financial Officer
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
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### 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

Word/Term	Definition
Broader Public Sector (BPS) Organizations	Broader Public Sector 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.
Hospitality	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.
Itemized Receipt	A document from a 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.
Light Refreshments	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.
Meeting Expenses	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.
Spend Authorization	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.

## 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 the College's objectives, must be economical with due regard for health and safety, and must have appropriate approvals.
  - 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 carrying out authorized College business.

This policy aligns with the Broader Public Sector Expenses Directive, issued by the Management Board of Cabinet. The Broader Public Sector Procurement Directive, can be found here: [Broader Public Sector Procurement 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 as detailed on the Procurement Website [here](#).
- 2.3. Employees seeking reimbursement for expenses must provide itemized receipts for all items being claimed. The business purpose of all expenses claimed must be clearly documented in the expense report.
- 2.4. Employees approving expense claims for direct reports 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.
- 2.5. Employees must not 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. When claiming the cost of meals, the names of all employees and/ or guests present must be documented in the expense claim.
- 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 can be paid using the College Corporate Card, however there are two available options for claiming meal costs when travelling. An employee must not claim a meal allowance reimbursement, and pay for the same meal with a College Corporate Card. The two methods available to employees are:

2.8.1. Meal Allowance method (preferred method): The employee pays for meals using personal funds. The employee will be reimbursed for this expense by claiming a meal allowance through the Workday expense claim process. The employee will claim the amounts as detailed in Section 6.2. The submission of actual meal receipts is not required under this method.

2.8.2. Meals paid using the College Corporate Card: The employee will pay for meals using the College Corporate Card, and must submit supporting receipts for each item through the Workday expense claim process.

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 expense claims that do not comply with this policy.

**The following list includes items (not all inclusive) 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 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 cost exceeding \$200 before tax. Failure to request a Spend Authorization prior to travel for costs exceeding \$200 can lead to processing delays and /or the suspension of the employee's College Corporate Card.
- 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, flowers, donations, gifts, or memorials. These expenses will not be reimbursed. For College employee retirement events, the College will reimburse the cost of a cake and non-alcoholic beverages only up to a maximum of \$150. Receipts must be provided.

## **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.
- 6.2. Meal reimbursement rates in Canada and outside of the US are:
  - Breakfast Period: \$15.00
  - Lunch Period: \$19.00
  - Dinner Period: \$35.00
- 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 = \$1.31 CAD, then the breakfast rate will be \$19.65CAD (\$15.00 US x 1.31).
- 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 original 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 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, staff holiday parties/lunches, flowers, donations, gifts, or memorials. These expenses will not be reimbursed. For College employee retirement events see Section 5.4.

- 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.

## PROCEDURE

These are the steps to be followed before, during and after travel:

<u>Action</u>	<u>Responsibility</u>
<b>1. Before Travel</b>	
<b>1.1 Spend Authorization</b>	
<b>1.1.1</b> 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. The Spend Authorization must be initiated and approved within Workday.	Employee travelling
<b>1.1.2</b> 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
<b>1.1.3 International Travel – Outside Canada and US:</b>	Employee travelling

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.

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.

A second travel advance will not be issued while any other travel advance for the same employee remains outstanding.

Please refer to AD17 International Travel and Safety – Employees for employee obligation related to international travel.

## **1.2 Air / Train Travel Tickets**

**1.2.1** 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

**1.2.2** Employees must provide their cost center to the College's preferred travel agency when booking travel. Employee travelling

**1.2.3** Travel will normally be by the most economical class. Employees travelling on College business on flights longer 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 Automobile**

**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 Employee travelling

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

**1.3.3 Rental Vehicle** Employee travelling  
 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 is provided in Appendix 2.

When using a personal vehicle, record the actual kilometres driven.

If an employee will be driving more than 200 kilometres, it is recommended that the employee should use a rental vehicle.

Employee travelling

#### **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.

Employee travelling

### **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.

Employee travelling

#### **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.

Employee travelling

#### **1.4.3 Travel Accident Insurance**

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

Employee travelling

#### **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.

Employee travelling

### **1.5 Accommodation**

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

Employee travelling



- |  |                     |
|--|---------------------|
| <p><b>1.5.2</b> Accommodation arrangements must be made through the College's preferred travel agency.</p>   | Employee travelling |
| <p><b>1.5.3</b> Private accommodation with relatives or friends may be arranged. An allowance of \$25.00 per night may be claimed in 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.</p> | Employee travelling |
| <p><b>1.5.4</b> 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.</p>  | Employee travelling |
| <p><b>2. During Travel</b></p>   |                     |
| <p><b>2.1 Incidental Expenses</b><br/>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.</p>  | Employee travelling |
| <p><b>2.2 Visa and Immunization</b><br/>An employee may be reimbursed for the cost of visa fees, plus the cost of immunizations and medications if necessary, for international travel.</p> <p>An employee will not be reimbursed for the cost of acquiring a passport.</p>  | Employee travelling |
| <p><b>2.3 Telephone</b><br/>Employees must ensure that they have acquired an adequate roaming package/ cell phone coverage including data plans prior to travel.</p>   | Employee travelling |
| <p><b>2.4 Foreign Exchange</b><br/>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.</p>   | Employee travelling |
| <p><b>2.5 Hospitality While Travelling</b><br/>It is recognized that at times it is necessary to entertain clients. Employees are expected to apply a common-sense approach with a view to minimizing these expenditures. Supporting documentation is required for employee reimbursement.</p> <p>Hospitality cannot be claimed for consultants, contractors or other Broader Public Service employees.</p>                    | Employee travelling |

### 3. After Travel

#### 3.1 Expense Report

- |              |  |                     |
|--------------|--|---------------------|
| <b>3.1.1</b> | Employees must complete an Expense Report for reimbursement of allowable expense using the College's Financial system. For travel expense claims exceeding \$200, the expense report must be linked to the spend authorization.                | Employee travelling |
| <b>3.1.2</b> | Expense Reports must be submitted within 1 month of the completion of the trip.  | Employee travelling |
| <b>3.1.3</b> | Itemized receipts for all expenses being claimed must be included (except for meal allowance reimbursements).  | Employee travelling |
| <b>3.1.4</b> | Expense Reports must be completed with all appropriate approvals as identified in Appendix 3.  | Employee travelling |
| <b>3.1.5</b> | 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. | Travel approver     |

### 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
- HR 18 Employee Code of Conduct

### RELATED MATERIALS

- [Purchasing Policy & Procedure Manual](#)
- [Procurement website \(for link to Preferred Travel Vendor\)](#)
- [BOG – Special status request for service of alcohol](#)
- [Exception to Travel Policy](#)
- [Request for alcohol provision as hospitality expense](#)
- [Broader Public Service Expenses Directive](#)
- [Broader Public Service Procurement Directive](#)
- [Risk Management Website](#)

## AD12: APPENDIX 1

### CHART OF DISTANCES

KILOMETERS ONE WAY FROM WOODROFFE			
Barrie	436	Montreal	96
Belleville	245	NAC	15
Brockville	115	North Bay	369
Casselman	56	Oshawa	388
Cornwall	113	Ottawa Airport	15
Embrun	40	Pembroke	138
Kanata	19	Perth	78
Kingston	172	Canadian Tire Centre	17
La Cite	19	Sudbury	497
Kempfenfelt	436	Toronto	423
Montebello	96	Train Station	15

KILOMETERS ONE WAY FROM PEMBROKE			
Achray	70	Foresters Falls/ Wilderness Tours	44
A.E.C.L.	48	Golden Lake	48
Barry's Bay	91	Opeongo High	48
Deep River	25	Petawawa	18
Eganville	35	Round Lake	45

**AD12: APPENDIX 2****KILOMETRAGE REIMBURSEMENT RATES**

<b>KILOMETRAGE REIMBURSEMENT RATES</b>		
<b>FOR USE OF A PERSONAL VEHICLE ON COLLEGE BUSINESS</b>		
<b>Kilometers Driven*</b>	<b>Cents per km</b>	
0 – 5,000 km	60.0	
More than 5,000 km	55.0	

*\* Employees must track their cumulative kilometers driven per calendar year, and use the appropriate rate on each claim, i.e. 60 cents/km for the first 5,000 km and 55 cents/km for every kilometre thereafter.*

## AD12: APPENDIX 3

### ACCOUNTABILITY AND SIGNING AUTHORITIES

<b>AUTHORIZATION REQUIRED PRIOR TO INCURRING EXPENSE</b>					
	<b>President</b>	<b>Vice-President</b>	<b>Associate Vice-President/Dean/Director</b>	<b>Associate Director/Manager/Chair</b>	<b>Other Employee</b>
<b>TRAVEL</b>					
Authority to travel within Ontario (including Gatineau region)	N/A	Supervisor approval (i.e. President)	Supervisor approval	Supervisor approval	Supervisor approval
Authority to travel outside Ontario (or Gatineau region), but within Canada	N/A	Supervisor approval (i.e. President)	Vice-President approval	Supervisor and Dean/ Director approvals	Supervisor and Dean/ Director approvals
Authority to travel to USA	Requires Chair of the Board of Governors approval	Supervisor approval (i.e. President)	Vice-President approval	Supervisor and Vice-President approvals	Supervisor and Vice-President approvals
Authority to travel outside of Canada and USA	Requires Chair of the Board of Governors approval	Supervisor approval (i.e. President)	Vice-President and President approvals	Supervisor, Vice-President and President approvals	Supervisor, Vice-President and President approvals
<b>ALCOHOL</b>					
Authorization to serve alcohol at hospitality events and approve claims for alcohol	Chair of the Board of Governors authorization and approval required	President authorization and approval required	President authorization and approval required	President authorization and approval required	President authorization and approval required

<b>SIGNING AUTHORITY LIMITS TO APPROVE TRAVEL ADVANCES AND EXPENSE REIMBURSEMENT</b>					
	<b>President</b>	<b>Vice-President</b>	<b>Associate Vice-President/Dean/Director</b>	<b>Associate Director/Manager/Chair</b>	<b>Other Employee</b>
Travel funds advance	No limit	Estimated claim up to \$5,000	Estimated claim up to \$2,000	Estimated claim up to \$1,000	N/A
Travel expense claim	No limit	No limit	\$99,999	\$24,999	N/A

## AD12: APPENDIX 4

### SAMPLE MEAL ALLOWANCE SCENARIOS

Scenario	Claimable Amount	Allowance or Actual?	Corporate Card Used to Pay?	Receipts Required?
<b>Scenarios where a Corporate Card should not be used to pay for meals:</b>				
An employee travels out-of-town for 1 day and purchases breakfast, lunch and dinner for a total of \$55.	\$69	Allowance	No	No
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.	\$69	Allowance	No	No
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.	\$75	Actual	No	Yes
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.	\$35	Allowance for dinner only	No	No
<b>Scenario where a Corporate Card should be used to pay for meals:</b>				
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	\$0*	Actual	Yes	Yes
<b>Scenario where a Corporate Card has been used to pay for meals:</b>				
While staying at a hotel, the employee charges dinner at the restaurant or room service to their room. The meal cost is \$28.	\$0*	Actual	Yes (for hotel bill which includes meal charge)	Yes, attach meal receipt to hotel bill
An employee travels out-of-town for 1 day and charges \$55 for breakfast, lunch and dinner to the Corporate Card.	\$0*	Actual	Yes	Yes
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.	\$0*	Employee will be required to reimburse \$16 to the College	Yes	Yes

\* As the cost of the meal(s) has been charged to the Corporate Card, the employee may not make a meal allowance claim. 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.