

Expense Claims Guidelines

April 1, 2024

1. Eligibility

- 1.01** Reimbursement of travel and related expenses shall be deemed eligible at the approved rates provided that:
- a) the necessary approvals have been obtained prior to the travel expenses being incurred;
 - b) the expenses are incurred while the person is on travel status; and
 - c) the claim for reimbursement is submitted on the appropriate travel expense claim form with the necessary supporting documents attached.
- 1.02** A person shall be deemed to be on travel status when they are away from their principal place of business on Association business.
- 1.03** Expenses shall only be reimbursed for one representative per institution unless explicit permission is provided by the Association in advance of the meeting.

2. Travel

- 2.01** Where air travel is required, economy air fare shall be obtained. Non-cancelable fares are not generally recommended. (The restriction to economy class air fare may be exceeded in exceptional circumstances with prior approval).
- 2.02** When traveling by privately owned vehicle, usage shall be reimbursed at the rate of **\$0.63 per kilometer** up to the cost of the trip by the designated commercial carrier that is available, whichever is the lesser rate given the meeting notice time.
- 2.03** Car allowance in adjunct to other forms of travel will only be reimbursed by the Association for the distance traveled to the meeting venue that exceeds the distance of the employee's regular work commute.
- 2.04** Those traveling on Association business shall use the most cost effective means of travel to reach their destination based upon the:
- a) Cost and efficiency of available public transportation and alternatives (including consideration of lost productivity);
 - b) Time required to reach destination; and
 - c) Additional travel-related costs (accommodation, meals and vehicle rentals) associated with each alternative.
- 2.05** The following miscellaneous travel expenses may also be claimed where appropriate and receipts are tendered:
- a) Actual transportation toll charges;

- b) Transit fares;
- c) Taxi fares (only where public transit is not a reasonable option);
- d) Car rentals must be pre-approved by the CEO; and
- e) Parking charges.

3. Accommodation

- 3.01** Accommodations will be paid by the Association only when travel times cannot be reasonably coordinated with PSEA business within the same day.
- 3.02** Should arrangements be made to block book rooms at a hotel, these rooms shall be used unless circumstances warrant otherwise.
- 3.03** Claims for accommodation reimbursement shall not exceed the rates received through the block booking (should one be made) or the current Government hotel rate, whichever is greater.
- 3.04** Should private lodging be used, the maximum claim allowable shall be \$30.00 per night.
- 3.05** Incidental hotel costs shall not be reimbursed (e.g. internet, mini-bar charges, telephone, etc.).

4. Meal Allowance

- 4.01** When traveling on Association business, meals shall be reimbursed on a per diem basis and at the following rates:
 - Breakfast: \$25.50
 - Lunch..... \$25.50
 - Dinner..... \$35.25
- 4.02** It is not necessary to provide receipts for reimbursement for meals. Where meals are provided at no cost to the individual, then no claim shall be allowed for such meals. Notice of meals will be provided on PSEA meeting agendas where possible.
- 4.03** Where a PSEA employee has been issued a PSEA credit card for travel purposes, every attempt shall be made to keep any meals charged to the credit card at or under the above rates, and receipts should be submitted to the Manager, Finance & Administration for reconciliation.
- 4.04** Where a PSEA employee has been issued a PSEA credit card for travel purposes, meals are eligible to be either purchased with the card or claimed as a meal allowance/per diem, but not both.
- 4.05** Where meals are charged to a PSEA credit card, the difference in cost between that meal and the per diem amount is not eligible to be claimed.
- 4.06** Meal claims are to be submitted on an individual rather than a group basis.

5. Submission of Claims

- 5.01** With the exception of those allowances or per diems described above, all claims for reimbursement shall be accompanied by proper receipts. Where this is not possible, a written explanation must be provided.
- 5.02** All claims for reimbursement shall be submitted on a PSEA Travel Expense Claim form (or have a signed PSEA Travel Expense Claim Form attached in support with other documentation providing the equivalent information with all necessary receipts attached).
- 5.03** All expense claims must be submitted to the Association within a **30 day period** of travel.
- 5.04** Multiple claims for a single meeting shall not be submitted. Claims are only payable either to the individual or the institution represented.

6. Overlapping Coverage

- 6.01** Where meetings of various committees of the Association are scheduled to coincide with conferences or seminars for which the delegates are registered and paid for by their individual institutions, it is assumed that all expenses not directly related to the Association business will be covered by the institutions.



Travel Expense Claim

Effective April 1, 2024

| | | |
|---------------------------|----------------------------------|--------------------------------|
| Name of Traveler: | | |
| Payable to: | | |
| Mailing address: | | |
| Purpose of travel: | <u>Committee Name / Event(s)</u> | <u>Meeting / Event Date(s)</u> |
| | | |

| Detail of Transportation & Accommodation Expenses Claimed | | | |
|--|--|-----------------|--------|
| <i>Receipts must be attached in order to process your claim.</i> | | | |
| Category | Details of Expense Claimed | Date mm/dd/yyyy | Amount |
| Transportation <i>(e.g. airfare, taxi, parking, ferry)</i> | | | |
| Please specify expense details/type. | | | |
| Mileage | [] kilometers at \$0.63 per km | | |
| Accommodation | | | |
| Miscellaneous | | | |

| | |
|--|--|
| Subtotal: Transportation & Accommodation Expenses | |
|--|--|

| Meal Expenses | | | |
|--|---------------------|-----------------|------------------|
| <i>Receipts are not necessary for meals. Please do not claim for meals provided during meetings.</i> | | | |
| Date | Breakfast @ \$25.50 | Lunch @ \$25.50 | Dinner @ \$35.25 |
| | | | |
| | | | |

| | |
|--------------------------------|--|
| Subtotal: Meal Expenses | |
|--------------------------------|--|

| | |
|---|--|
| TOTAL TRAVEL EXPENSE CLAIM | |
| <i>(Add Transportation & Accommodation and Meal expenses)</i> | |

I certify that the expenses claimed were actual and/or allowable expenses incurred while on authorized PSEA business: _____

Signature

CLAIMS MUST BE SUBMITTED WITHIN 30 DAYS OF TRAVEL

Submit claim to: Post Secondary Employers' Association, 300-2889 East 12th Avenue, Vancouver BC V5M 4T5
 Ph: 604 895-5050 Fax: 604 895-5069 Email: psea@psea.bc.ca

| This area for PSEA use only | | | | | | | | |
|-----------------------------|-------|----|-----------------|-------|----|--------------------|-------|----|
| Invoice No: | | | | GST | \$ | Total Claim | | \$ |
| AGM | 5110- | \$ | JEIP/JCBA/JADRC | 55__- | \$ | Learning | 5565- | \$ |
| Board | 5130- | \$ | LRAC | 5531- | \$ | Emp. Travel | 5015- | \$ |
| BCC | 5618- | \$ | SCHRP | 5555- | \$ | Other | | \$ |