

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
TRAVEL AND SUSTENANCE	POLICY #: OPR D-03	APPROVED: OCTOBER 9, 2012 REVIEWED: DECEMBER 9, 2014

POLICY STATEMENT

It is intended that this policy cover all aspects of reimbursement of costs incurred during trips on College business. As with any statement of procedures, exceptions are expected; however, request for such exceptions must be made in a full written explanation and are subject to review. Such an explanation may be made on the completed trip expense report. Authorization for exceptional expenses may be granted in advance by contacting the Associate Director of Administration, or the Director of Finance and Administration. Written approval must be then attached to the expense report when submitted. Public Service Commission (PSC) rates or actual rates within reason are paid for meals, travel and accommodation, as noted in this section or as per the Collective Bargaining Agreement. Actual expenses above PSC rates will require receipts.

GUIDELINES

1. Approval for travel must be obtained prior to the travel, either by your normal job requirements, or directly from your supervisor and it has been confirmed that sufficient funds are in place in a budget to which the claimant has access. Employees travelling out of province must complete the Out of Province Travel Form OPR D-03.3. This form must be submitted to and approved and signed by the Director or President well in advance of the proposed date of travel date. The completed form must be sent to Finance with the Visa and Expense Claim associated with the travel.
2. Whenever possible, trips must be made using the least expensive travel modes which meet the required travel time frames, taking advantage of any special excursion rates where offered.
3. Parkland College does not pay for any expenses which were not real and actual expenses. All mileage claims must be actual miles traveled occurring as a result of travel assigned and required by the duties and responsibilities of the position.
4. It is expected that any travel between the employee's residence and assigned location of work will be at the employee's expense. For example, employees who live in one community and work in another community will not be allowed to charge mileage to attend meetings in the community in which they live, if no travel to the normal workplace was required that day.

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PROCEDURES

1. An expense claim form must be completed, and approved by the employee's supervisor, with relevant receipts and documentation.
2. Central Vehicle Agency vehicles may only be used by those specified in the "CVA Procedure" found in the Operational Policies section, on UpClose and Personnel. Booking procedure of these vehicles is found there. For CVA Bookings refer to Procedure for Booking Central Vehicle Agency (CVAs) in Yorkton (Main Campus and Smith Street Location) and Melville Campus. <https://sites.google.com/a/parklandcollege.sk.ca/upclose-personnel/documents>
3. For hotel/motel bookings, first preference will be given to those hotels which provide reasonable government rates and which are within convenient proximity to the location of the employee's business destination. Employees are expected to seek accommodation in the least expensive rooms of the hotel/motel they have chosen.
4. A list of approved hotels/motels with current rates (OPR D-03.1) is available and will be reviewed on an annual basis.

DURATION OF TRIP

1. Trips should be planned for a duration that covers all meetings and functions but cannot be extended over a weekend after such obligations end, at the College's expense.

GENERAL

1. The traveler should always take advantage of meals included in the price of a business seminar, conference etc. or in the price of transportation, and this should be noted in the expense report.
2. Whenever the cost of any meal seems inappropriately high to the traveler, an explanation as to the circumstances is to be added to the report.

Car Rental:

1. A rental car is usually the most expensive mode of travel. Where possible, local transportation is preferable, such as taxi, airport limo, hotel shuttle.
2. Extra insurance should not be purchased as the College has insurance for rental cars, and personal injury of employees.
3. A medium sized or compact car should be used, unless you have been upgraded at no cost.