


Policy Name:	TRAVEL EXPENSES	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	July 7, 2015	
Next Scheduled Renewal Date:	June 2020	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Finance	
Policy Number:	FIN-001	

TRAVEL EXPENSES POLICY

1.00 PURPOSE

- 1.1 This policy establishes guidelines for reimbursing travel expenses incurred by College employees while on travel status for College business and establishes authority and criteria for pre-approval of travel requests for out-of-province travel. The policy helps ensure that travel expenditures are in keeping with the College's goals, values, and fiscal obligations.

2.00 DEFINITIONS

- 2.1 None

3.00 SCOPE

- 3.1 This policy applies to all College employees, which includes staff, faculty, Board members, and contractors.

4.00 TRAVEL EXPENSE TERMS AND RATES

- 4.1 Where travel expense terms or rates are set out in Coast Mountain College's collective agreements and are different from those set out here, the terms and rates of the applicable collective agreement will prevail.

5.00 RELEVANT LINKS AND RESOURCES

Business Travel Accommodation Listing	http://csa.pss.gov.bc.ca/businesstravel/
Out-of-Province Vehicle Rental	http://csa.pss.gov.bc.ca/businesstravel/
Daily Vehicle Rentals	Please contact Director of Finance
CSA Daily Vehicle Rentals Insurance Guide for Drivers	https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/goods-and-services-catalogue/csa-assets/vehicle-rentals-daily/insurance_guide.pdf

6.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

6.1 [FIN-001P, Travel Expenses Procedure](#)

7.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	July 7, 2015		President's Council