
Type:	C – Institutional	Last Approved: Apr. 27, 2004
Executive Responsibility:	Vice-President, Administration and Finance	Next Review: Dec., 2012
Administrative Responsibility:	Director of Finance	Procedure:

STATEMENT:

The University will reimburse its employees for reasonable travel and other expenses incurred while on University business, approved in advance. In keeping with University's status as a publicly funded institution, it is the responsibility of each employee to exercise judgment and moderation with reference to such expenses.

The Vice-President, Administration and Finance shall maintain procedures which ensure the timely and accurate reimbursement of expenses while preserving the integrity of the University's financial standards.

Guiding Principles:

Travel

1. Out-of-Country

All out-of-country travel, with the exception of travel for and through International Education, will be approved in advance by a member of the Executive. International Education travel will be approved in advance by the Dean.

2. Air

2.1 In-Country Travel

Economy class is to be used whenever possible. A higher class than economy is permitted only in special schedule or other circumstances with approval in advance by an Executive member. Payment or reimbursement of air travel must be supported by the original ticket or electronic ticket showing the actual flight price.

2.2 Out-of-Country Travel

Economy class is to be used whenever possible. A higher class than economy is permitted only in special schedule and other circumstances with approval in

advance by an Executive member or, for International Education travel, the Dean of International Education. Payment or reimbursement of air travel must be supported by the original ticket or electronic ticket showing the actual flight price together with the invoice, net of any rebates, refunds, or discounts, or confirmation of payment from the travel agent, where appropriate.

- c. Medical insurance, in addition to benefits provided to employees, may be reimbursed with prior approval of the Director of Human Resources.
 - d. Cancellation insurance will be reimbursed.
 - e. Life insurance will not be reimbursed.
3. Automobile
- 3.1 A car rental, including insurance if required, may be claimed if it is more economical than taxi rates or mileage reimbursement.
 - 3.2 Advantage should be taken of car rentals where the University is given preferential rates (information obtainable from the Purchasing Department).
 - 3.3 A reimbursement rate per kilometer traveled using a private automobile will be set, from time to time, by the President.
4. International Travel
- Where a per diem is claimed:
- 4.1. The standard per diem rate will apply to travel in the United States and will be reimbursed in US dollars.
 - 4.2 Out of country travel with the exception of the United States will be reimbursed at the standard per diem rate or at a rate determined by the Dean of International Education.
5. Hotels
- 5.1 Advantage should be taken of hotels where the University is given preferential rates, information obtainable from the Purchasing Department.
 - 5.2 Actual costs will be reimbursed.
 - 5.3 A private accommodation rate will be set, from time-to-time, by the President to reimburse an employee choosing private accommodation in lieu of a hotel.

6. Meals

- 6.1 The cost of meals will be reimbursed on the basis of a per diem rate, without the need to furnish receipts, or an actual cost where it exceeds the per diem rate, in which case receipts must be furnished.
- 6.2 Where the cost of meals to be reimbursed includes other employees or guests, their names must be identified.
- 6.3 The per diem rates will be set, from time-to-time, by the President.

7. Incidental Expenses

A daily rate for out-of-pocket, incidental personal expenses will be set from time-to-time by the President and may be claimed for each full day of travel.

7.1 Non-Allowable Expenses

- a. Personal items such as personal entertainment, reading material, movies, toiletries, hotel mini-bar charges, penalties and fines are non-allowable expenses.
- b. Travel expenses of a spouse, except under special circumstances where prior approval of a member of the Executive has been obtained, are non-allowable expenses.
- c. Personal phone calls, except a daily phone call to the employee's home or chosen alternative, are non-allowable expenses.

8. Hospitality

Vancouver Island University recognizes that in certain circumstances the provision of hospitality off campus is conducive to the successful conduct of University business affairs.

In general, authority to incur hospitality expenses rests with the Executive, Dean, Director, or Regional Campus Principal.

8.1 Hospitality expenses may be incurred in the following situations:

- a. The expense must be incurred for business-related hospitality, not primarily social or personal activities, and will generally include official guests of the University. Official guests may include visiting lecturers, visitors from foreign countries, representatives from external organizations, visitors from other educational institutions, potential donors, individuals assisting in the development of new programs, business and community leaders, prospective employees attending a formal interview.

- b. Receptions for the Board, Foundation, Education Council, and other events, as approved by the President.
- c. The Executive, Dean, Director or Regional Campus Principal may, from time to time, hold breakfast, luncheon or dinner meetings involving employees for the purpose of discussing Vancouver Island University business. Food and beverage costs are considered eligible expenses when the meeting is conducted during normal meal periods [e.g., before 8:30 a.m., during the noon to 1:30 p.m. period, and after 4:00 p.m.]

8.2 Hospitality expenditures may include food and non-alcoholic beverages.

Reimbursement for expenses related to alcoholic beverages may only be allowed in special circumstances where it is warranted as part of an organized function or is considered crucial to the business purpose. Such circumstances are at the discretion of the Executive, Dean, Director or Regional Campus Principal. If there is any doubt as to the interpretation of “special circumstances” authorization should be obtained in advance from the Vice President Administration and Finance.

8.3 Gifts, Expressions of Thanks, Sympathy and Goodwill etc. to Employees and Others (does not include Policy 43.06 Retirement Gifts).

Reimbursement is limited to \$50.00 under general signing authority.

Reimbursement in excess of \$50.00 is subject to approval by an Executive member.