

## **REGULATION #4410.2**

### **TRAVEL EXPENSE REIMBURSEMENT – (OUT OF AREA)**

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#### **1. OUT OF AREA TRAVEL**

Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.

#### **2. AUTHORIZATION**

Employees must obtain authorization from their immediate management supervisor for out of area travel prior to making transportation, accommodation or other travel arrangements.

##### **2.1. Travel Within Province**

Where the employee requires the district to prepay registration costs or wishes to obtain a cash advance for travel expenses, they must complete an Application for Travel (AFT) form. AFT forms for travel within the Province must be approved by the employee's immediate supervisor and budget officer.

Individual departments or supervisors may request that employees complete an AFT form for any travel within the Province to satisfy their internal financial management processes.

Where prepaid registration, cash advances or departmental circumstances do not require an AFT form, verbal authorization for travel within the Province from the employee's supervisor will suffice.

##### **2.2. Out of Province**

Employees must obtain formal approval, using an Application for Travel (AFT) form, for travel outside of the Province. AFT forms must be approved by the employee's immediate management supervisor, budget officer and a member of Senior Management as defined in [Regulation #4202.3 - Limitations on Authority for Expenditures, Section 2](#).

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#### **3. PRE-PAYMENT OF REGISTRATION & EXPENSES**

- 3.1. Requests for prepayment of registration must be received by Fiscal Management Services in advance of any registration deadline and at least 30 days prior to the start date of the event.
- 3.2. Requests for a cash advance for travel expenses must be received by Fiscal Management Services no later than two weeks prior to departure on travel. The amount of a cash advance shall be related to the estimated cost of travel, as outlined on the AFT.
- 3.3. Employees who have obtained a district-issued Procurement Card (PCard) may utilize the Pcard for business-related travel expenses to avoid incurring out-of-pocket expenses. The application and approval process for obtaining PCards is outlined in [Regulation 4660.1 – Procurement Cards](#).

#### **4. REIMBURSEMENT OF EXPENSES**

Employees may seek reimbursement for travel expenses by submitting an approved Travel Expense Claim form to Fiscal Management Services within 30 days following the last day of travel. Forms must be approved by the employee's immediate supervisor and budget officer.

Cash advances must be offset against claims for travel expense reimbursements or will be subject to a payroll deduction.

Travel Expense Claim forms must be accompanied by receipts which detail and itemize the expenses claimed. Credit card vouchers or statements, cancelled cheques, payment stubs and photocopies are not acceptable forms of receipts.

Payments made by PCard may not be presented on Travel Expense Claim forms for reimbursement.

Supervisors approving Travel Expense Claim forms must ensure that the expenses claimed are reasonable and accurately reflect those incurred by the employee for the authorized travel and are allowable expenses as outlined in the Schedule of Reimbursement section of this regulation.

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**5. SCHEDULE OF REIMBURSEMENT**

**5.1. Registration**

Registration will be reimbursed based the original receipt of registration costs paid by the employee. Receipts must be accompanied by an agenda and/or program of the event.

**5.2. Transportation**

Travel arrangements must be made using the most economical and practical means.

Air Travel

Air travel should be used only when ground travel does not meet the event schedule, or when distance or time constraints makes it impractical.

The actual cost for air travel will be reimbursed up to an amount not exceeding the economy rate when traveling by the most direct route.

Original copies of all air tickets must be attached to the Travel Expense Claim form. Flight cancellation insurance and travel agent fees are reimbursable expenses.

Personal Vehicle

The use of a personal vehicle for business purposes will be reimbursed based upon the distance driven at the current per-kilometer rate, unless otherwise restricted by an employment contract.

Vehicle Rental

Vehicle rentals for business purposes must be pre-approved by the secretary-treasurer, superintendent or designate. This approval must be included when submitting the Travel Expense Claim.

Ferry Fees

Ferry fees will be reimbursed based on actual receipted costs.

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#### Other Transportation Costs

Parking will be reimbursed for actual costs. Receipts are required for costs over \$20.

Ground transportation, such as airport shuttle, taxi or private carrier will be reimbursed based on actual receipted costs.

Public transportation will be reimbursed for actual costs. Receipts are required for costs over \$20.

Bridge, highway and road tolls will be reimbursed for actual costs. Receipts are required for costs over \$20.

#### **5.3. Meals**

The cost of meals will be reimbursed at the per diem rate and with the restrictions set out in [Policy 4410 – Travel Expense Reimbursement, Section 5.](#)

#### **5.4. Accommodation**

Accommodation will be reimbursed for actual costs in accordance with [Policy #4410 – Travel Expense Reimbursement, Section 6.](#)

#### **5.5. Incidental Expenses**

Incidental expenses will be reimbursed at the per diem rate set out in [Policy # 4410 – Travel Expense Reimbursement, Section 5.](#)

#### **5.6. International Travel**

Travel to international locations other than the United States may result in costs which are significantly greater than the per diem rates established in [Policy #4410](#). Exceptions to the per diem rates related to international travel must be approved by the superintendent or the secretary-treasurer. All expenses claimed must be supported with original receipts. Should original receipts not be available, the established per diem rates will apply.

*Approved: 2017-09-20*