



Northlands College Policy Travel and Expense Claims

POLICY STATEMENT

Northlands College will reimburse employees for costs related to the performance of duties on behalf of the College in accordance with this Policy.

GUIDELINES

1. All travel and expenses incurred are eligible for reimbursement when preauthorized by a supervisor. Reimbursement of expenses incurred without prior authorization may be denied unless the costs are deemed unforeseeable by the supervisor.
2. The costs of hotels, subsistence, allowable incidental expenses, and any necessary use of a personal vehicle which are incurred while an employee is travelling on college business will be reimbursed in accordance with the Human Resources Manual for the Saskatchewan Public Service Commission (HRM – PSC) and the Collective Bargaining Agreement as applicable.
3. Employees on college business away from their place of residence overnight shall be entitled to claim a \$10.00 overnight per diem in addition to the rates provided in the HRM – PSC.

PROCEDURES

Overnight Travel

Steps:

1. When a need for over-night travel becomes known, obtain a quote from the applicable hotel and notify your supervisor of the travel situation and costs.
2. Your supervisor will initiate the purchasing process to secure you a hotel room for the nights requested.
3. Should flights be a requirement for travel, follow the same process provided for booking a hotel room.
4. Follow the procedures for booking a College vehicle (Refer to Fleet-Use Policy # 214) for the length of time you require a vehicle. Prior authorization from a supervisor must be granted for an employee to use a personal vehicle for travel. Should a personal vehicle be used, the rate for use will be per kilometre as determined by the HRM- PSC.
5. In the rare instance that travel would exceed the cost of \$500 to the employee, a prepayment of up to 75% of the estimated cost may be negotiated and authorized by the Supervisor.



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6. The Travel and Expense Claim form provide instructions and the most current rates for reimbursement.

Other Expenses:

1. Receipts and other required documentation must be attached to the Travel and Expense claim form authorized by a supervisor for reimbursement.
2. Approval by the claimant's supervisor denotes that the supervisor determined the costs and explanations on the Travel and Expense Claim Form are deemed appropriate and affordable within budget.
3. The per diems are updated every April 1 and October 1 as per Ministry rates. The expense claim form can be found on the college website trainnorth.ca

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