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.

PURPOSE

This policy outlines the circumstances when employees can claim expenses associated primarily with travel and other circumstances when they might have encountered expenses on behalf of Northlands College and seek reimbursement. It also ensures that all travel claims are reimbursed in accordance with regulations set down by the Government of Saskatchewan.

GUIDING PRINCIPLES

1. **Transparency**: Employees should know what they can claim, the amounts they can claim, who approves their claim and the process involved prior to being able to make a claim.

2. **Consistency**: All employees are subject to the same processes associated with being able to make a claim for travel expenses.

3. **Accountability**: All employees know what they must do and are accountable for ensuring what they claim is correct. Supervisors are also accountable for ensuring the College policy is adhered to.

SCOPE

This policy applies to all employees who travel and encounter related expenses while performing their duties at Northlands College. It also applies to all employees who encounter other expenses in the performance of their duties.

POLICY ELEMENTS

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. College employees must receive approval for incurring expenses following the Delegation of Authority. (Refer to Policy # 203).

3. 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.

4. 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.

5. The Finance department will ensure there is an up-to-date Expense Claim Form that aligns with the policies mentioned above, with current rates included.

6. The College will assist with employee cash management through booking travel and accommodation in advance where possible.

7. The President and CEO receives approval for travel in advance, from the Board Chair, when it is outside the province of Saskatchewan.

8. Where actual costs incurred are to be reimbursed, proof of those costs must be provided with the accompanying travel expense claim.

9. Supervisors who approve travel and expense claims are responsible for ensuring they only approve expenses that are valid, using the rates permitted, and that proof of the expenses has been provided and reviewed by them. In the instance of a lost receipt, a formal claim for that must be made by the employee who encountered the expense.

10. Where travel is to be made by vehicle, the first choice will be to use the College fleet. If a college fleet vehicle is not available, permission can be sought to use a personal vehicle. Permission to use a personal vehicle needs to be provided in accordance with the Delegation of Authority. (Refer to Policy # 203).

11. Domestic air travel will be at economy rates and can include rates that provide for re-booking if travel plans need to change for business reasons. Costs for luggage and seat selection will be covered by the College.

12. Travel arrangements should be made as soon as the need to travel is known to take advantage of lower travel costs.

13. Where the Finance department makes travel arrangements, they will pay in advance or issue a purchase order, so the employee does not have to pay in advance or during the period of travel.

14. Meals will be reimbursed only at the per diem rate except in exceptional circumstances as agreed to by the President and CEO. Business lunches with external partners might qualify as an exceptional circumstance.

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RELATED POLICIES
203 – Delegation of Authority
208 – Procurement Policy
210 – Credit Cards Policy
214 – Fleet Policy

RELATED LEGISLATION/REGULATIONS
Government of Saskatchewan Human Resource Manual, Section 600: Travel and Other Payment Policies

AUTHORITY
Authority for the implementation, interpretation, and enforcement of this Policy Development and Review Policy is vested in the Office of the Vice-President responsible for Finance.

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Procedure Separated: March 2026	
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Accountable Officer: Vice-President responsible for Finance	Responsible Officer: Director responsible for Finance