

Title: Expense Claims

Policy Statement:

The Board will reimburse hospitality and travel expenses necessarily incurred in the performance of duties. Claimants are neither asked to subsidize costs nor invited to indulge themselves.

Approved: Lynn Gullackson
(Chair of the Board)

August 30, 2017
(Date)

First Approval Date: Aug 30, 2017

To Be Reviewed: Aug 30, 2022

Review and Amendment Date(s):

Stakeholders Consulted (Date):

Definitions:

Approved refers to a senior manager ensuring that the claim is necessarily incurred in the performance of the claimant's duties. This must not be the senior manager who verified the claim.

Claimant refers to any person making an expense claim under this policy.

Hospitality means the provision of food, beverage, accommodation, transportation and other amenities *to guests who are not employees.*

Original receipt means itemized receipts issued at the point of service. Where Visa is used for the purchase, original receipts are in addition to the Visa slip.

Schedule A lists the reimbursement rates for travel expenses.

Travel status means an employee is on travel status when he is absent from his home and work station on approved travel. An employee is not on travel status when commuting between home or a temporary residence and his or her work station.

Verified refers to a senior manager ensuring that the claim is correct and complies with the requirements of expense claims. This must not be the senior manager who approved the claim. (This will usually be the Secretary-Treasurer.)

Working session means a staff meeting which goes through lunch time.

Work station is the place of work to which the employee is assigned, i.e. where his/her office is located.

Procedures:

1. Application

This policy applies to:

- a) All employees of the Association
- b) Any other person performing a service for the Association where an expense claim is submitted.

2. Principles

- a) Accountability – All expenses support Association objectives. They must not be personal in nature. Approvers and verifiers are accountable for their decisions, which must be subject to good judgment and knowledge of the situation.
- b) Transparency – The rules for incurring and reimbursing travel, meal and other expenses are clear, easily understood, and available to the public.
- c) Value for Money – Resources are used prudently and responsibly with due regard for health and safety. The importance of personal integrity regarding the use of resources must not be minimized.
- d) Fairness – Legitimate authorized expenses incurred during the course of the Association business are reimbursed.

3. Process

- a) The policy applies regardless of how the expense has been paid or is reimbursed.
- b) Expenses must be attributable. That is, expenses incurred by one individual on behalf of another must be attributable to the individual for which those expenses were incurred. In the case of large groups, the expenses must be attributable to a defined group.
- c) Plans for travel, meals, accommodation and hospitality should be economical and necessary with due regard for health and safety.
- d) Prior approval to incur expenses is obtained where appropriate, e.g. training and development activities, field trips, travel out of province.
- e) Claimants are not eligible for travel expenses paid through other sources.
- f) Approval and verification are given when the approver or verifier are confident expenses are business related, appropriate, and within guidelines.
- g) Only senior managers may verify and approve expense claims. Senior managers may not approve or verify claims made themselves or related third parties.

4. Travel Expenses

- a) Travel expenses must be submitted on approved forms. Out of Province travel requires pre-approval by the Board.
- b) Timely submission of expense claims is expected for the benefit of both the employee's reimbursement and required financial reporting. Expense claims must be made within thirty days of the expense occurring.
- c) An employee must be on travel status to claim travel and meal expenses. Reimbursement limits shall be reviewed and approved annually by the Board (see *Schedule A* for rates).
- d) Alcohol may not be claimed and will not be reimbursed as part of an expense claim.
- e) When an employee is on travel status for a part, but not for the whole of any day, meals may be claimed according to the following:
 - i. Breakfast: claim for the first day of travel only if departure is earlier than 7:00 a.m.
 - ii. Lunch: claim only if departure is earlier than 11:00 a.m. or if the time of return is later than 2:00 p.m.
 - iii. Dinner: claim only if departure is earlier than 5:00 p.m. or if the time of return is later than 7:00 p.m.

- f) Accommodation will not generally be claimed unless persons have three or more hours to travel. Exceptions include:
- i. Safety concerns. Weather and road conditions or driving home after long meetings that end at normal work time, may constitute a safety concern.
 - ii. Work is scheduled at nearby or more distant locations the next day.
 - iii. Where morning departure from home has to occur before 7 a.m. to arrive at a meeting fifteen (15) minutes prior to the start time, claimants are eligible to claim for a hotel the night before.
- g) Ground Transportation should balance economy and safety. In urban areas, taxis or public transit are the preferred methods of ground transportation. In situations where rental vehicles are practical, an intermediate or smaller vehicle is preferred. The size and type of rental vehicle should be appropriate for the number of people and road conditions.
- h) In-vehicle navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but all other convenience options are not reimbursable.
- i) Combined business and personal itineraries are possible if expenses are clearly distinguished between business and personal. Claimants may add and pay for a personal leg to a business itinerary using personal payment methods. If a combined business/personal itinerary is equal to or less than the cost of a business-only trip, there is no personal cost to the claimant. Claims must clearly show the split.

5. Working Sessions

- a) Meal expenses may be incurred as part of a working session (e.g. a business meeting that must occur over lunch). Expense claims must include names of the attendees. Detail must be provided on the purpose of the working session.
- b) Individuals who benefit from a hosted meal in a working session are not eligible to claim the same meal as a travel expense.

6. Hospitality

- a) Hospitality expenditures are an acceptable business practice, however, as a publicly funded institution, the Association must demonstrate prudent use of funds. The general public, government, students and donors must be assured that funds are wisely spent and do not personally benefit employees.
- b) The most senior employee present at a hospitality function must approve the payment for the event.
- c) Hospitality expenses incurred may relate to hosting of individuals, small groups or large gatherings and each category shall have limits. Examples of where hospitality is appropriate:
- i. Visits by all official visitors or greeting a guest off-site. Spouses may be included if they are travelling with the visitors.
 - ii. Greeting prospective faculty, staff, or students and their companions.
 - iii. Public receptions to recognize the contribution of a major benefactor.
 - iv. Official award or retirement functions for employees and their invited guests.
 - v. Extending community or public relations.

Schedule A - Reimbursement Rates for Travel Expenses:

The Board will review this schedule annually and take guidance from the allowable expenses under the Alberta Government Travel, Meal, and Hospitality Expenses Policy.

Private Vehicle Mileage Allowance: \$0.505 per kilometer

Accommodation Rate: In Alberta with receipt to maximum of \$150.00 plus taxes.
Out of Province actual cost with receipt. Without receipt \$20.15

Meals in Canada: Breakfast \$9.20, lunch \$11.60, dinner \$20.75 with receipt.

Meals outside Canada: Actual expense with original receipts.

Parking with receipt of actual cost. Parking without receipt \$15.00

Personal Incidentals: for every 24 hour period on travel status \$7.35 with receipt.