



## **ADMINISTRATIVE OPERATING PROCEDURE: TRAVEL AND OTHER EXPENSES**

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## 1. What are my responsibilities as a claimant?

The main responsibilities of the Claimant are to:

- Comply with the principles and spirit of the Procedure
- Obtain appropriate prior approval from their supervisor/manager for expenses to be incurred
- Submit itemized receipts (paper, electronic or scanned format) with all claims, except where meal allowances are used (the authorization receipt for a credit or debit card transaction is not considered appropriate documentation)
- Clearly document the description and purpose of the expenses, so its business purpose is clear to the approver and finance
- Submit claims by end of month following the month in which the expense was claimed

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## 2. What are my responsibilities as an approver?

The main responsibilities of the Approver regarding accountability are to:

- Obtain sufficient information to ensure the expenses were incurred for legitimate College business.
- Understand by approving an expense claim they are accountable for the information contained, regardless of the review process they have put in place. For example if another person in the department reviews the claim the approver, at a minimum, is to ensure they themselves are satisfied prior to signing the claim that:
  - the claim is for expenses incurred on College business
  - does not represent a duplication of other claims made through the College
  - all itemized receipts (paper, electronic or scanned format), except meal allowances, to support the claim are attached and
  - the expenses comply with the eligibility requirements of the Policy and Procedure
- Ensure managerial discretion is exercised judiciously, following the direction in Section 4.0, Managerial Discretion

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### 3. What if I suspect fraud, theft or suspicious activity?

It is important that you notify the VP Corporate Services and the VP Organizational Effectiveness and Human Resources as soon as any suspected fraud, theft or suspicious activity is identified. This is an audit requirement.

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### 4. What if my charge is on my direct report's Visa?

An approver should approve the visa as would normally be the case, but as well, send the visa statement to your manager for approval. A claimant can never approve their own expenses.

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### 5. What are the appropriate signatures on an expense claim?

The claimant must always sign their own expense claim it cannot be signed by another individual on the claimant's behalf.

The approver must be the manager for the departments included on the expense claim.

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### 6. Why was my Expense Claim not processed and returned to my Approver?

When expense claims are missing documentation, unprocessed claims will be returned to the approver for follow up.

The most common documentation issues have been:

- Not obtaining prior written approval for travel outside of Ontario
- Not submitting receipts that clearly list the items purchased and the individual price for each item
- Not clearly identifying the start and end point of travel where kilometres are claimed for reimbursement
- Not clearly documenting the business purpose of the expense incurred
- Not including the account and department

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### 7. How long do I have to submit my expenses?

Expense claims must be submitted by the end of the month following the month in which the expense was incurred, except for during the fiscal year-end. The specific date for year-end expense claims will be provided by the Finance Department each year.

For example if you incurred an expense in August, you must submit your expense claim by September 30. Expense claims submitted more frequently than monthly will be processed.

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## 8. What is required when managerial discretion is exercised?

When managerial discretion is exercised, the following documentation is required in order for the expense to be considered for reimbursement:

- a written rationale accompanying the claim containing enough detail to allow the approver to make an informed decision
- the approver's immediate supervisor must approve the expense

The following are examples of situations requiring Managerial Discretion:

- where an itemized receipt (paper, electronic or scanned format) is missing
- where prior approval was not obtained
- where the expense is not specifically covered in the Procedure
- where tips and gratuities exceed a reasonable amount
- where travel is other than economy class

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## 9. Will an expense not addressed in the Procedure be reimbursed?

The Procedure sets out the rules and provides the framework for making decisions, but the Procedure cannot foresee or address every situation. An approver must use discretion and judgment when making decisions. Decisions must be made while maintaining compliance with the Procedure and the rationale must be documented and submitted with the claim.

There is no discretion to deviate from either the principles or the mandatory requirements in the Procedure.

To ensure that there are no surprises, you should always discuss situations with your manager and finance **before** incurring any expense.

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## 10. What is an "itemized receipt"?

"Itemized receipt" (paper, electronic or scanned format) refers to a receipt that lists the items purchased and the individual prices for each item, for example from a hotel or store. The authorization receipt for a credit or debit card transaction is not considered an itemized receipt.

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## 11. What if I lost my receipt, can I still claim the expense and be reimbursed?

If you lost your receipt you may be able to obtain a copy by contacting the merchant. If this is not possible provide a full description of the information that was on the original receipt, the purpose for the expense and the reason for the lost receipt so a decision can be made as to whether the expense will be reimbursed.

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## 12. How do I claim a foreign expense?

All Expense Statements should be completed using Canadian dollar equivalency.

A copy of your foreign currency purchase showing the exchange rate and service charges incurred or a copy of your credit card statement that shows the currency exchange rate is required (please black out all non-essential private information).

If there is no backup to support the rate of exchange, please provide a printout of the Bank of Canada's exchange rate for the date the expense was incurred. You can acquire this Exchange rate by navigating to the [Bank of Canada Currency Converter](#)

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## 13. Do I have to purchase food to be served at the College through the College's food services provider?

Yes all food served at the College, must be arranged through the College food service provider as they are the exclusive provider on campus. [Fleming Catering Link](#)

The only exceptions to this rule are for Culinary School events and food served in Fulford's space prepared by the Culinary School.

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## 14. What approval is required for travel?

In all cases travel requires **prior approval**, the form and level of approval depends on the destination of the travel.

### **Ontario travel requires**

- Prior verbal approval from your manager/supervisor

### **Outside Ontario but within North America travel requires**

- Prior written approval from your SMT member, which could be in the form of an email, attached to your expense claim

### **International travel requires**

- Prior written approval from the President, which is to be obtained by completing the International Travel Form. This form can be found at the following link <https://mycampus.flemingc.on.ca/group/mycampus/staff-resources> and requires:
  - the travel destination
  - appropriate approvals
  - a written rationale demonstrating the critical value of the travel as related to the College priorities and the benefit of the travel to the College
  - details of anticipated expenses

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### 15. When should I rent a car and what is the process?

If you will be driving more than 200 kilometres in a day, you should consider using a rental vehicle if it is the most economical and practical option.

The website link for the car rental company which the College has an agreement with is [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=002&cust=L400210&cnty=ca](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=L400210&cnty=ca). Additional information relating to renting a vehicle can be found in the College's Expenses Directive.

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### 16. When could it be considered appropriate to travel in business class?

Economy (coach) class is the standard travel option. Travel in business class must have prior approval by the President, and may be considered in the following circumstances:

- choosing a travel time that allows you to reduce expenditures on meals or accommodations
- on international flights

To ensure that there are no surprises, you should always obtain approval **before** making any travel arrangements.

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### 17. When can fuel be charged to the College for travel?

Fuel should only be purchased for College owned/leased or rental vehicles. When a personal vehicle is used for College travel fuel is not to be charged, but rather the reimbursement is based on the number of kilometres travelled.

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### 18. What is a meal allowance?

A meal allowance is a set amount per meal (breakfast, lunch and dinner) to be reimbursed to employees when they are on travel status, receipts are not required to be submitted.

If a meal is purchased with a College credit card there will be no further reimbursement (i.e. if a meal is purchased for an amount less than the meal allowance rate there will be no further reimbursement to the individual for the difference between the meal allowance rate and the actual meal cost).

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### **19. If a meal is provided at a Conference or Training can I claim a meal allowance?**

No, if a meal is included with a Conference or Training session a meal allowance cannot be claimed.

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### **20. Will reimbursement occur for a meal expense which is higher than the meal allowance rate?**

In limited and exceptional circumstances (e.g. health considerations; limited options available) where a meal expense is higher than the meal allowance rate, the actual cost of the meal may be reimbursed subject to managerial discretion. In these situations, the claim for meal reimbursement must be accompanied by an itemized receipt (paper, electronic or scanned format) (a credit card slip is not sufficient), a written rationale for exceeding the meal allowance rate and approval from the approver's immediate supervisor.

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### **21. What is required to support a Conference or Training Expense?**

All College approved conferences or training must be supported by a copy of the registration form as well as the paid receipt.

If your conference/training is outside of Ontario additional pre-approval is required:

- SMT pre-approval for outside Ontario but within North America
- College President pre-approval for outside North America

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### **22. Can alcohol be claimed for reimbursement?**

Alcohol cannot be claimed for reimbursement as part of a travel expense.

Hospitality may include the consumption of alcohol at a meal or a reception with invitees, but only where there is a business case and prior written approval by the President. The consumption of alcohol would be infrequent.

A Hospitality Event Approval Form which is available on the College website under Financial Forms & Guidelines, at <https://mycampus.flemingc.on.ca/group/mycampus/staff-resources> must be completed to obtain prior written approval to consume alcohol at a hospitality event.

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### **23. Can expenses for consultants and other contractors be reimbursed?**

No. Consultants and other contractors' will not be reimbursed for any hospitality, incidental or food expenses.

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## 24. What information is required as the “Purpose” on a Expense Statement or “Comment” on a VISA report?

The Purpose (Expense Statement) or Comment (VISA report) should clearly state the description and purpose of the expense. Some common expense examples are as follows:

Inter campus Travel: State campus travelling from/to and purpose of travel  
example: "Travel from Sutherland campus to Frost campus - department meeting"

Travel KM: State location/city travelling from/to and purpose of travel  
example: "Travel from Sutherland campus to George Brown College, Toronto - ASCC Conference"

Conference Fees: State Name of Conference, date and location  
example: "ASCC Conference, June 6-8/13 @ George Brown College, Toronto"

Fuel purchase: State if fuel for rental or college vehicle and purpose of travel  
example "Car rental fuel Sutherland campus to George Brown College, Toronto - ASCC Conference"

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## 25. Can snacks, meals and/or refreshments relating to business related events and meetings for groups be expensed?

Yes. Modest and reasonable expenses such as snacks, meals and/or refreshments which relate to business related events, meetings or professional development for a group can be expensed with manager approval.

A meal purchased during a meeting solely between College colleagues will not be reimbursed unless it can be demonstrated that the meal occurred during a meeting session which had a valid and required business purpose and it was not possible to conduct the meeting at another time during the day (i.e, non-meal time). (For example: College staff meeting for a lunch would not be a reimbursable business meeting expense).

Food and non-alcoholic beverages up to \$200, purchased from the College food service provider, can be reimbursed for retirement receptions held at the College.

Expenses such as snacks, meals and/or refreshments relating to events which are more social than business related will not be reimbursed (examples include: holiday lunches, staff parties, etc).

All individuals are to ensure that prior to an expense being incurred which would fall under business related events and meetings that they are confident that it will stand up to public scrutiny, is a appropriate use of public funds and is a reasonable and appropriate business expense.

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**26. If I travel for College approved business and start my travels from or to a location other than my Fleming home campus, should I claim actual KM's travelled or the KM's from my Fleming home campus?**

Expense claims are to include the lessor of the actual KM's travelled to/from the destination and the KM's which would have been travelled had you left from or returned to your Fleming home campus.

If your Fleming home campus is less KM's to and/or from your destination than the actual KM's travelled, you are to claim the KM's to and/or from your Fleming home campus.

Alternatively, if the actual KM's travelled are less than the KM's to and/or from your Fleming home campus, you are to claim the actual KM's travelled.

**Example 1:** Travelled from Whitby directly to a meeting in Toronto and returned to Whitby.

- Fleming Home Campus: Frost (Lindsay)
- Start and End Point: Whitby
- Destination: Seneca, Toronto

**Frost Campus to Toronto, return to Frost Campus = 208 KM's**

**Whitby to Toronto, return to Whitby = 76 KM's**

*In this example, the actual 76 KM's travelled are to be claimed as it is less than the KM's to and/or from the Fleming home campus.*

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**Example 2:** Travelled from Omemee directly to Belleville for a 3 day conference and returned to Omemee.

- Fleming Home Campus: Sutherland (Peterborough)
- Start and End Point: Omemee
- Destination: Loyalist College, Belleville

**Sutherland Campus to Belleville, return to Sutherland Campus = 228 KM's**

**Omemee to Belleville, return to Omemee = 258 KM's**

*In this example, the 228 KM's from and to the Fleming home campus are to be claimed as it is less KM's than the actual KM's travelled.*

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**27. If it is determined by the approver that accommodation is required when travelling on College business, what type of accommodation will be reimbursed?**

The type of accommodation which will be reimbursed is at the discretion of the approver based on various factors, including available budgetary funds. However, the maximum accommodation for which reimbursement will be made is for single accommodation in a standard room. No reimbursement will occur for personal expenses such as movie or game rentals, bar services, spa services, etc.

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