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| Procedure Title: | Travel and Other Expenses |
| Procedure ID: | #OP 4-414 |
| Manual Classification: | Section 4 – Finance and Facilities |
| Linked to Policy: | Finance #4-414 Travel and Other Expenses |
| Approved by Senior Management Team (SMT): | March 2023 |
| Effective Date: | March, 2023 |
| Next Review Date: | January 2026 |
| Contact for Procedure Interpretation: | Vice President, Corporate Finance |

1.0 – Purpose

The purpose of this procedure is to ensure compliance with Ontario Broader Public Sector (BPS) Expenses Directive issued by the Management Board of Cabinet and the College's integrity with regard to the spending of public funds.

2.0 – Definitions and Acronyms

Definitions included in this Procedure's linked Policy (#4-414 Travel and Expenses) also apply to this Procedure.

Approver: An administrative position which has been delegated authority for approval of financial transactions for a College Department(s).

Expenses: Costs, related to travel, meals and hospitality, incurred while conducting Fleming College business.

SMT Member: The College's Senior Management Team members.

3.0 – Guiding Principles

This procedure provides the rules and principles related to the reimbursement of travel, meals, hospitality and other expenses to ensure fair and reasonable practices.

This procedure also provides a provides a framework of accountability and transparency to guide the effective oversight of public funds in the Reimbursement of expenses that support College objectives, ensuring that Fleming College complies with the Ontario Broader Public Sector Expenses Directive.

All expenses discussed in this procedure are claimed and reimbursed in Canadian funds.

This procedure is based on the following key principles:

- a) **Accountability:** The College is accountable for public funds used to Reimburse travel, meals, hospitality and other expense. All expenses must support business objectives. Since expense accounts can become matters of public record through audit or other means, expenses must be, incurred and claimed in a manner that is publicly defensible and will not harm the College's reputation as a good manager of its resources.
- b) **Transparency:** The College is transparent to all stakeholders. The rules for incurring and Reimbursing travel, meals, hospitality and other expenses are clear, easily understood, and available to the public.
- c) **Value for Money:** College dollars are used prudently and responsibly. Plans for travel, meals, hospitality and other expenses are necessary and economical with due regard for health and safety and efficiency of operations.
- d) **Fairness:** Legitimate authorized expenses incurred during the course of the business of the College are reimbursed.

4.0 – Scope

This procedure and its supporting policy 4-414 apply to any individual within the College who makes an expense claim, including the following:

- Employees
- Volunteers
- Members of the Board of Governors
- Consultants and Contractors engaged by the College, providing consulting or other services.

In addition, every funding agreement between the College and a ministry or agency of the Government of Ontario or any other funding agency is deemed to include the requirements of this Procedure. This Procedure prevails over any relevant terms of an agreement if there is any conflict or inconsistency between them.

Individual rules set out in a collective agreement between the College and a bargaining agent representing employees of the College take precedent over this Procedure, with the exception of mileage.

The College reserves the right to refuse, in whole or in part, reimbursement of expenses. The President has the authority to establish additional rules regarding expenses and may modify the rules or level of approval upward to a more senior level.

5.0 – Operating Procedure

5.1 – Roles and Responsibilities

- a) **Claimant:** Individuals making claims must comply with this procedure.

In cases where expenses are being claimed for a group, the most senior person present must make the claim. For example, a manager cannot submit a claim for their Director's lunch even if they were present at the same event.

Individuals must obtain appropriate approval from their manager before incurring expenses. To make a claim, itemized receipts must be submitted in an electronic form, except where meal allowances are used. Credit card slips are not accepted. Submission of the claim must include clear documentation regarding the purpose and a description of the expenses submitted.

All claims must be submitted by end of month following the month in which the expense was incurred. All claims must be submitted while employed by the College. Claims cannot be made after employment has ended.

In instances where itemized receipts are not available or claims have not been submitted in the correct timeline, an individual is responsible for submitting written explanation to be reviewed by the Approver (see 5.1 b).

An individual is responsible to repay an overpayment made, and this is considered a debt to the College.

- b) Approver:** Approvers must ensure that the expenses were necessary and relevant to College business, and that approval was gained prior to the expense. This responsibility cannot be delegated.

Approvers are responsible for their staff being aware of this procedure and its related policy.

In the case of non-compliance with this procedure and its related policy, approvers must take appropriate action.

Electronic approval is considered written approval for the purpose of this procedure.

Only claims with the appropriate documentation (ex. itemized receipts in an electronic format) are to be approved.

c) Managerial Discretion

Managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this Procedure.

Approvers are accountable for their decisions, which must be:

- subject to good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- in compliance with this Procedure

When a situation arises and discretion needs to be exercised, Approvers should consider whether the request is:

- able to stand up to scrutiny by independent auditors and members of the public;
- properly explained and documented;

- fair and equitable; and
- reasonable and appropriate

It is the responsibility of both the Approver and the individual to work out appropriate arrangements which would meet the test of being fair and equitable. Where an Approver exercises discretion in making an exception, in order to ensure a proper record for audit purposes.

5.2 – Travel

Travel to and from a person’s regular commute to work is not an eligible expense. Remote work employees traveling to their home campus is considered to be regular commute to work.

The method of travel selected should be the most practical and economical way to travel, within reason. Alternative attendance options, such as video conferencing should be considered.

Economy (coach) class is the standard travel option for airfare. 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 accommodation; or
- health considerations.

All travel within Ontario requires prior verbal approval. The exception to this is regular recurring travel included in the approved budget, which is considered prior approval.

All travel outside of Ontario requires a Travel Authorization request (instructions can be found on the [Finance](#) website) be completed and approved prior to any associated travel costs being incurred or the travel occurring.

The following chart identifies the level for approvals for travel:

| Role | Travel within Ontario | Travel Outside Ontario within Canada | Travel outside Canada |
|-----------|-----------------------|--------------------------------------|-----------------------|
| Employee | Manager/Supervisor | SMT member | President |
| President | Not required | Not required | Board of Governors |

If travelling internationally (outside Canada) the Travel Authorization request form (on the [Finance](#) website) needs to be completed prior to travel.

5.3 – Vehicle Travel

When road transportation is the most practical, economical way to travel, those that have access to a College vehicle should make use of such. Rental vehicles should, in general, only be used if there are significant cost savings associated with such.

- a) **Rental Vehicle:** Driving more than 300 kilometers a day merits consideration of a rental vehicle. The College has an agreement with Enterprise rental agency.

Instructions on car rentals can be found on the [Purchasing](#) webpage.

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be documented and approved by the manager or department lead prior to travel.

The Collision Damage Waiver insurance option offered through the car rental company, which the College has an agreement with, must be selected.

To avoid higher gasoline charges, where possible, refuel your rental car before returning it.

b) Personal Vehicle: The Approver must make a decision on the type of vehicle used for travel (personal or rental) based on the frequency of travel as well as the distance per trip.

If you use your personal vehicle while on College business, the following apply.

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability and the policy must have a limit of Third Party Liability not less than \$1,000,000.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The College assumes no financial responsibility for personal vehicles.

Carpooling is recommended for multiple people attending the same meeting/function.

Claimants are to claim a flat rate of \$0.59 per kilometer of travel.

c) Toll Reimbursement: Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways (e.g. 407), when driving on College business.

5.4 – Accommodation

Reimbursement may be made for single accommodation in a standard room. There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling. No reimbursement will occur for personal expenses such as movie or game rentals, bar services, spa services, dry cleaning, etc.

For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the individual's responsibility and may be reimbursed only in an exceptional circumstance.

5.5 – Visas and Immunizations

The cost of a visa, and any necessary immunizations and medications related to international travel are eligible expenses.

5.6 – Tips and Gratuities

You may be reimbursed for reasonable gratuities for porter, hotel room services, and taxis.

Reasonable tip percentages range between 10-20%. Meals are claimed on an allowance basis, which includes gratuities. Claimants are to keep a record of gratuities paid.

5.7 – Meals

Food services at all College sites must be arranged through the College food service provider when available, with exceptions for culinary School events and food served in Fulford's space prepared by the Culinary program.

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on College business and you:

- are away from the office area (i.e., at least 24 km) over a normal meal period; or
- have prior approval for the expense with the purpose of the meeting documented (e.g., a business meeting within the office area that must occur over lunch or dinner).

Meal expenses will be reimbursed at the established meal reimbursement rates, regardless of the actual meal costs. This is a meal allowance. As noted above, taxes and gratuities are included in the meal reimbursement rates. Receipts are not required to be submitted with meal claims or retained.

Individuals must be on travel status over the meal period and meals must be purchased in order to be able to submit a claim for reimbursement.

In limited and exceptional circumstances (e.g., health considerations; limited options available) where a meal expense is higher than the meal reimbursement 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 (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.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

Meal reimbursements/allowances relating to overtime hours worked are established in collective agreements, for individuals outside a collective agreement the reimbursements/allowances will be consistent with collective agreements.

If you travel as a regular part of your job (for example, travel between campuses), your meals will not normally be Reimbursed unless you have obtained prior approval.

For all occurrences where there are meals paid for others on the expense claim, meal allowances are not permitted and the individual submitting the claim for Reimbursement must provide the original itemized receipt and is to clearly indicate on the itemized receipt or expense claim who they had the meal with and the circumstances surrounding the meal.

- a) **Meal Rates in Canada:** Reimbursement for meal expenses incurred in Canada are subject to the meal reimbursement rates set out in the chart below. These rates are an allowance and include taxes and gratuities.

| Meal Type | Meal Reimbursement Rate |
|------------------|--------------------------------|
| Breakfast | \$20.00 |
| Lunch | \$25.00 |
| Dinner | \$35.00 |
| Daily total | \$80.00 |

- b) Meal Rates Outside Canada:** Reimbursement rates for meal expenses incurred in the United States of America are the same as the above meal rates in Canada, however in US funds.

Meal expenses incurred outside of North America will be reimbursed as set out in the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive. This document can be found on the federal government [website](#). Appendix D - Allowances – Module 4 will provide the maximum rates in the funds identified for each country.

5.8 – Hospitality

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities to people who are not engaged in work for the College, other designated Ontario Broader Public Sector organizations or any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive.

Functions involving only people who work for the above noted organizations are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this Procedure, or by the OPS Travel, Meal and Hospitality Expenses Directive. Examples of such expenses would include office social events, retirement parties and holiday lunches.

Hospitality may be extended on behalf of the College when:

- providing people from national, international, or charitable organizations with an understanding or appreciation of the College and its objectives;
- conducting prestigious ceremonies for distinguished guests from the private sector;
- the business of the College includes hospitality functions; and/or
- other hospitality functions as approved by the President, providing they conform to the rules listed in this section of the Procedure.

All hospitality requires at least prior verbal approval. A “Hospitality Event Approval Form” must have prior written approval by the President for hospitality events where alcohol will be served (can be found on the [Finance](#) website). If the hospitality event is hosted by the President, the President must seek prior approval from the Chair of the Board of Governors.

Hospitality may include the consumption of alcohol at a meal or a reception with invitees, but only when there is a business case and prior written approval.

Use a College facility for hospitality events if there is one available and appropriate (the

College's food service provider has exclusivity for all College functions). If a College facility is not available and another is chosen, the President must provide prior approval.

5.9 – Business Related Events and Meetings

Reasonable expenses such as meals and/or refreshments which relate to business related events and meetings will be reimbursed. Meetings are to occur on College premises (the College's food service provider has exclusivity for all College functions), if this is not possible due to a lack of availability, an SMT member must provide prior approval to the meeting occurring off site. This would include off site retreats relating to team building, professional development, etc.

Expenses such as meals and/or refreshments relating to events which are more social than business related will not be reimbursed, examples include holiday lunches, retirement 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 be able to stand up to scrutiny by auditors and members of the public and is therefore fair, reasonable and appropriate.

5.10 – Hosting other Institutions

The College may provide support including modest and reasonable meals and/or refreshments when hosting staff from other institutions, including colleges, universities and provincial ministries or agencies, during discussions or conferences on issues of mutual interest and/or cooperation that seek to further the College's objectives. Such expenses must be approved by an SMT member.

5.11 – Expenses for Consultants and other Contractors

Consultants and contractors are not eligible for hospitality, incidental or food expenses reimbursement in any contract with the College. Expenses that are not reimbursable include:

- Meals, snacks and beverages
- Mileage and other vehicle
- Gratuities
- Laundry or dry cleaning
- Hotel accommodation

See the Ontario [Broader Public Sector Procurement Directive](#) on the Ministry of Government and Consumer Services website) for information about procurement and contracts.

Consultants may be reimbursed for allowable expenses that are outlined in the service contract.

5.12 – Staff Recognition

Recognition of staff is an important and valuable component of the College meeting its objectives. As such, the following are acceptable and reimbursable expenses which are coordinated through the Human Resources department:

- Retirement Awards
- Special Events approved by the President

Token items for recognition for the above events, up to \$250, are eligible expenses.

Food and non-alcoholic beverages up to \$250, purchased from the College food service provider, can be reimbursed for retirement receptions held at the College.

There are no other recognition expenses outside of the above which are allowable for Reimbursement (examples include: individual recognition lunches/dinners, gift certificates/cards, staff celebrations, etc.).

To have consistency and equality across the College it is strongly discouraged for leaders to pay out of pocket for departmental recognition expenses falling outside of the above allowable expenses (other than small token items).

5.13 – Gifts

With the exception of the items noted in this Section, no gifts are to be purchased for anyone covered by this Procedure (see Section 4.0), or by the OPS Travel, Meal and Hospitality Expenses Directive.

Token gifts of appreciation, valued at up to \$50, may be extended to individuals not covered by this Procedure, or by the OPS Travel, Meal and Hospitality Expenses Directive in recognition of support of the College's objectives. Gifts valued over \$50 must be pre-approved by an SMT member.

Appropriate gifts for compassion or condolences to an employee up to \$250 (e.g. for an employee who is ill and requires hospitalization, or who has had an immediate family member pass away) are eligible expenses.

5.14 – Charitable Donations

The College typically does not make charitable donations (see Policy #4-408). Where a gift to another nonprofit or charitable organization is deemed to assist in achieving the purposes of the College, the purpose must be documented and approved by the President.

5.15 – Political Events

The College will not reimburse the cost of attending political events such as fundraising dinners.

5.16 – Compliance

Should an employee fail to adhere to the College Travel and Other Expense Policy or this procedure, the supervisor of the employee shall take appropriate corrective action in consultation with Human Resources, which may include a review of the employees' authorization to travel and/or disciplinary actions.

The employee will reimburse Fleming for ineligible expenses identified in an audit.

6.0 – Related Documents

- Broader Public Sector Expenses Directive
- College Policy #4-414, *Travel and Other Expenses*
- Board Procedure #BP-002, *Expenses Regarding Governor Travel*
- College Policy #4-408

7.0 – History of Amendments & Reviews

| Date | Activity |
|------------------|-------------------------------------|
| April 2011 | Original procedure approved |
| March 27, 2013 | Adoption of meal expense framework. |
| December 5, 2017 | Adoption of meal allowances. |
| January 18, 2018 | Reviewed and updated. |
| March 5, 2019 | Reviewed and updated |
| March 2023 | Reviewed and updated |