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Policy Officer	VP Finance + Administration
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## 7.1.1 EXPENSE CLAIM GUIDELINES

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### ENABLING POLICY

#### 7.1 Expenses Incurred by Employees

### GUIDELINES

Every effort must be made to utilize the most economical way possible when traveling with public funds on Emily Carr University of Art + Design (University) business.

### ELIGIBILITY

Reimbursement of travel and related expenses shall be deemed eligible at the approved rates provided that:

- (a) the necessary approvals have been obtained prior to the travel expenses being incurred;
- (b) the expenses are incurred while the person is on travel status; and
- (c) the claim for reimbursement is submitted with the necessary supporting documents attached.

A person shall be deemed to be on travel status when they are away from the University business.

### CAR ALLOWANCE

When traveling by privately owned vehicle, usage shall be reimbursed at the same rate as that reimbursed by the provincial government (determined annually), or the cost of the trip by the designated commercial carrier(s) that is/are available, whichever is the lesser rate. If travel by commercial carrier is not possible for whatever reason, travel by vehicle must be authorized by the individual's supervisor.

The onus is on the employee to ensure appropriate insurance coverage on their vehicle when used for business use.

### AIR TRAVEL

All air travel shall be economy class, and at the best rate available. Every effort should be made to book flights in order to receive the greatest discount.

### WEEKEND TRAVEL

Some airlines reduce air fares as much as 60% or more if a Saturday stay over at the destination is made. In that case, if the reduction in the airfare is more than the extra night's expense in the hotel, the University will reimburse the costs of the extra hotel nights. This is an option to be exercised at the individual's discretion.

## **CAR RENTAL**

Car rental is not normally authorized unless other forms of transport (taxi, airport limo service, public transit, etc.) are not viable. When car rental has been approved by the individual's supervisor, the University will reimburse the cost of a compact or mid-sized car rental, and gas BY RECEIPT. Car rentals must be at the Provincial Government rate and every effort must be made to obtain a car from agents who offer this rate. Insurance must be obtained through the car rental agency.

## **ACCOMMODATION**

Hotel rooms shall not be reimbursed at amounts greater than the provincial government rate at that hotel. Should that rate not be available, then individuals are to exercise reasonable judgment and obtain the best rate possible. Should private lodging be used, the maximum claim allowable shall be \$30.00 per night.

## **MEAL ALLOWANCE**

When traveling on University business, meals shall be reimbursed at the following rates:

Breakfast:	\$ 10.00
Lunch:	15.00
Dinner:	23.00
(Total per diem for meals: \$48.00)	

Receipts are not normally necessary for meals. In the event that meal costs exceed the amount allowable, then receipts shall be provided. Where meals are provided at no cost to the individual, then no claim shall be allowed for such meals.

## **PHONE CALLS**

The University will reimburse local phone calls. Reimbursement for long distance phone calls to the University will be allowed and reimbursed. One five-minute long distance phone call to the individual's home will be reimbursed for every two days of travel while on University business.

## **GRATUITIES/MISCELLANEOUS**

A per diem of \$10.00 a day while on travel status will be reimbursed without receipts to cover such items as gratuities and miscellaneous expenses.

## **ADVANCES**

An advance of funds will be permitted. The amount of the advance will not exceed 80% of the estimated total of the trip based on an itemized projection of expenses

## **OTHER**

The University will not pay any expenses for spouses or family members to accompany the employee. The University will not pay for extraneous items (such as movie rentals, dry cleaning, etc.)