



BUSINESS AND TRAVEL EXPENSES POLICY

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A. PURPOSE

The purpose of this policy is to establish the terms under which reimbursements may be made for reasonable out-of-pocket expenses while conducting authorized College business.

B. SCOPE

This policy applies to all College employees and the College Board for all funds administered by the College. In addition to out-of-pocket expenditures, this policy also applies to petty cash and corporate credit card use.

C. DEFINITIONS

N/A

D. POLICY STATEMENTS

The College will reimburse for reasonable out-of-pocket expenses incurred while conducting authorized College business. The reimbursement request must be based on reasonable and accountable out-of-pocket expenses necessarily incurred while on College business as outlined in the Business Expense Guidelines.

Where there is conflict between a clause in a Collective Agreement or Excluded Administration Employees Working Conditions and this policy or related guideline, the provision in the Collective Agreement or Excluded Administration Employees Working Conditions will apply.

The Finance department is responsible for the administration of this policy and the related guidelines.

E. PROCEDURES

[Standard Operating Procedures](#) on DC Connect (for internal users)

- *College Business Travel*
- *Expense Claim*
- *Mileage Claim*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Accounting Guidelines](#) on DC Connect (for internal users)

- *Business Expense Guidelines*
- *Travel Per Diems*

[Forms](#) on DC Connect (for internal users)

- *Expense Claim Form*
- *Request for Travel Advance*

G. RELATED ACTS AND REGULATIONS

[Canada Revenue Agency](#) website

- [T4130 Employer's Guide – Taxable Benefits and Allowances](#)

H. RELATED COLLECTIVE AGREEMENTS

- Current [Collective Agreement between Douglas College and Douglas College Faculty Association](#)
- Current [Collective Agreement between Douglas College and the BC Government and Service Employees' Union](#)
- [Douglas College Terms and Conditions of Employment for Excluded Employees \(Effective 2018\)](#)