

# TRAVEL AND RELATED EXPENSES POLICY

TRAVEL AND RELATED EXPENSES POLICY			
<b>Effective Date</b>	April 1, 2023	<b>Policy Type</b>	Administrative
<b>Responsibility</b>	Vice-President, Corporate Services (owner)  Director of Financial Services (manager)	<b>Cross-Reference</b>	<ol style="list-style-type: none"> <li>1. Employee Code of Conduct Policy</li> <li>2. Financial Signing Authority Policy</li> <li>3. General Research Fund Policy</li> <li>4. Government of Alberta (GOA) Travel, Meal and Hospitality Policy (April 1, 2021)</li> <li>5. Hospitality and Community Stewardship Expenses Policy</li> <li>6. IT Technology Access Policy</li> <li>7. Procurement Policy</li> <li>8. Travel Expense Claim Form</li> <li>9. Travel Advance Request Form</li> <li>10. Use of Credit and Procurement Card Policy</li> <li>11. Policy Exception Form</li> <li>12. Vehicle Use Policy</li> </ol>
<b>Approver</b>	Executive Council	<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Travel Distances</li> <li>2. Travel Allowances</li> <li>3. Summary of Eligible and Ineligible Expenses</li> </ol>
<b>Review Schedule</b>	Every 3 years		

## 1. Policy Statement

- 1.1. Members of Northwestern Polytechnic (“NWP” or the “Polytechnic”) including employees, students Board Members, members of Board committees and others may be required to travel while conducting business of the Polytechnic. The Polytechnic will reimburse actual travel expenses, or a reasonable allowance for expenses incurred by travellers in the performance of their duties, and within the approved guidelines.
- 1.2. Donor, grantor, funding agency restrictions or other Alberta legislation may require different criteria and standards for travel and related expenses. In these circumstances, the policy of the Polytechnic and funder requirements will be applied in tandem, or at the highest standard. Refer to General Research Fund Policy.

## 2. Background

- 2.1. NWP may require employees, students, and others to travel within Canada and internationally for a variety of purposes including, but not limited to, visiting NWP campuses, meetings, conferences, athletic or academic competitions and training.
- 2.2. A well-defined travel expense policy can reduce the risk of inappropriate and ineligible expenses being claimed, approved, and reimbursed.

### 3. Policy Objective

- 3.1. NWP is a publicly funded Polytechnic, and as such is accountable for the prudent and effective stewardship of Polytechnic funds. The objective of this policy is to facilitate travel and related business expenses in support of the Polytechnic's mission while maintaining controls for accountability, consistent with the Alberta post-secondary sector.

### 4. Scope

- 4.1. This policy applies to all employees, students, and others who incur travel and related expenses on behalf of the Polytechnic. It applies to all funds administered by the Polytechnic, including funds held on behalf of others, unless otherwise dictated by the fund owner and supported by Executive Council.
- 4.2. This policy shall apply to contractor relationships, unless expressly covered in a formal contract.
- 4.3. Travel and related expenses include, but are not limited to
  - 4.3.1. Accommodations
  - 4.3.2. Airfare
  - 4.3.3. Baggage
  - 4.3.4. Cellular phone usage
  - 4.3.5. Internet
  - 4.3.6. Intra-city fares including bus and subway
  - 4.3.7. Meal allowances or per diems
  - 4.3.8. Parking
  - 4.3.9. Sundry allowance
  - 4.3.10. Travel by Automobile (Private Vehicle, Fleet Vehicle, Rental)
  - 4.3.11. Third Party Vehicle (Taxi, Rideshare, Shuttle)

### 5. Definitions

- 5.1. "Authorized Approver" means the individual or department with authority to approve the commitment of polytechnic resources.
- 5.2. "Board Members" refers to members of the Board of Governors.
- 5.3. "Arrival Time" refers to the time the traveller arrived back at their residence.
- 5.4. "Claimants" refer to employees, students, non-employees and others, who are submitting expense claims for reimbursement of business-related expenses on behalf of the Polytechnic.
- 5.5. "Polytechnic Business" includes meetings, conferences, student events, training, personal or professional development paid by the Polytechnic and any other activity where the traveller represents the Polytechnic.
- 5.6. "Department Head" refers to the Dean or Director. Refer to Section 21, for special provisions.
- 5.7. "Departure Time" refers to the time the traveller left their residence.

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- 5.8. “Hospitality” are activities for which the primary purpose is to host (entertain) non-employees who are not otherwise engaged in work for the Polytechnic as a matter of courtesy or to facilitate Polytechnic business.
- 5.9. “Itemized Receipt” is documentation that includes the following information about an item or service that was purchased a) the name of the person who received the product or service *may be excluded on some receipts* b) the provider or vendor c) a description of the product or service d) the cost and applicable taxes. Itemized receipts may be in the form of an invoice, a cash register slip, an email confirmation, or other documentation.
- 5.10. “Per Diem” is a reasonable allowance of a predetermined amount that may be claimed without the requirement to provide receipts and is in lieu of claiming actual expenses.
- 5.11. “Personal Allowance”, sometimes referred to as “sundry” is provided as an allowance for incidental expenses that are small in amount. For each consecutive twenty-four hour period on polytechnic business, a claimant may claim an allowance for personal expenses.
- 5.12. “Proof of Purchase” is documentation that demonstrates that an expense was paid. This can include a credit card receipt, debit card receipt, bank statement, credit card statement, or cash register receipt.
- 5.13. “Service Region” the NWP service region includes campuses in Grande Prairie, Fairview, and the National Bee Diagnostic Centre in Beaverlodge. For the purpose of this policy, the Service Region will be considered the “work area” for employees – per the Government of Alberta, Travel, Meal Hospitality and Expense Policy (April 2021).
- 5.14. “Travellers” refer to NWP employees, students and others that may be required to travel for Polytechnic business.
- 1.1. “Travel Advance” is a payment made to a traveller prior to departure and is intended to cover up to 75% of the estimated reimbursable expenses while away.

### 6. Guiding Principles

- 6.1. Claimants must exercise moderation and good judgement with reference to travel expenses, consistent with the purpose of the trip. Expenses must be reasonable and be defensible to an impartial observer and in alignment with the GoA Travel, Meals and Hospitality Expense Policy. Refer to Employee Code of Conduct Policy.
- 6.2. The Vice-President Corporate Services will establish and maintain procedures for the reimbursement of approved expenses related to travel, meals and hospitality.
- 6.3. Reimbursement of up-front travel expenses such as flights or conference registrations can be claimed at the time the expense was incurred. The claimant must provide evidence of travel within the timelines stated in 6.3., or they will be required to return the funds to the Polytechnic.

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- 6.4. Request for reimbursement of travel expenses must be submitted within 30 days of the completion of the specified trip. Expenses must be submitted in the same fiscal year that they occurred. Expenses that were incurred in the previous fiscal year should be claimed no later than three (3) business days into the new fiscal year. At the discretion of the Department Head, claims for travel expenses outside of these timelines may not be reimbursed.
- 6.5. Airlines tickets and other pre-travel expenses for department specific travel (not recovered by professional development) should be charged to a department credit card, procurement card, or by way of purchase order, where possible. A copy of Pre-Authorization of Travel must be attached to the credit card or procurement card reconciliation.
- 6.6. Within the prescribed timelines in 6.3, the traveller is to prepare a travel claim using the Travel Expense Claim Form and approved in accordance with the Financial Signing Authority Policy.
- 6.7. Absences from the regular work site must be approved by the traveller's supervisor or per the terms and conditions of employment. Pre-authorization of travel expenses is not considered an approval for the absence.
- 6.8. Practicum placements, travel within the service region for business, and athletic sanctioned events do not require pre-approval. Recruitment for students, student scouting, and career fairs require pre-approval and must be approved through the Travel Authorization system prior to departure. Failure to obtain pre- authorization may result in the employee being personally responsible for expenses and other liabilities related to the travel.
- 6.9. Travel must be approved in accordance with the following:

<b>Destination</b>	<b>Approver</b>
Within the province	Dean or Director
Outside of the province	Dean or Director
International	Vice President

- 6.10. Approvers and Claimants are accountable for their decisions, which must be:
  - (a) subject to good judgment and informed knowledge of the situation;
  - (b) exercised in appropriate circumstances; and
  - (c) compliant with the principles and requirements set out in this policy.
- 6.11. Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- 6.12. Individuals may not approve their own expense claim even if they are an Authorized Approver.
- 6.13. If multiple travellers attend the same event and it is paid for at the same time, the highest level of authority should pay and submit the expense claim for reimbursement.
- 6.14. Travel expense claims for actual expenses must be supported by itemized receipts and proof of payment. Claims for allowances don't require receipts but should be reasonable relative to the requirements of the trip.
- 6.15. Cost recovery programs, such as teams and clubs, may set lower allowances for meals and use of a personal vehicle, as appropriate, to meet fiscal restraints. Prior to incurring travel expenses, these rates must be negotiated and documented between the traveller, the Department Head, and Director, Financial Services.

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- 6.16. Itemized receipts should be in the claimant's name, where it would ordinarily be expected. Receipts in another name will require additional proof that the claimant reimbursed the purchaser.
- 6.17. If a traveller recovers any part of an expenditure made from any other source, such as a partnering agency, only the net expenditure is claimable to the Polytechnic.
- 6.18. Travel arrangements may be arranged personally by the traveller, or designate, and be reimbursed in accordance with this policy.
- 6.19. Expenses claimed are subject to audit by Financial Services and adjustments can be made, even after reimbursement.

### 7. Combining Personal Travel

- 7.1. A traveller, with advance written approval of the appropriate Department Head, may select the route and mode of transportation to combine personal activities with Polytechnic business.
- 7.2. Reimbursement will be based on expenses that would have been incurred had the trip been made by the most direct route and only for business purposes. Proof of the cost for a direct business expense must accompany the claim.
- 7.3. When a traveller is accompanied by a companion, expenditures for the additional traveller are personal and not reimbursable. Additional expenses may include additional occupancy fees and pet fees. For gratuities and taxes on meals, a pro-rated portion for the companion's share will be assessed as a personal expense.
- 7.4. If a rental vehicle booking is extended for personal travel, the traveller should ensure they have appropriate personal insurance coverage during this time. Additional insurance charges are not eligible for reimbursement. Refer to Section 13 for further details on car rental.

### 8. Loyalty Programs

- 8.1. Provided there are no additional costs to the Polytechnic, travellers can join loyalty programs and retain the benefits for business or personal use.
- 8.2. Travel arrangements should be based on economy, convenience, or quality, rather than on the loyalty benefits earned.
- 8.3. Avion points earned on corporate cards of the Polytechnic, are to be used for business-related travel. Refer to the Use of Credit and Procurement Card Policy.

### 9. Travel Advances

- 9.1. Travel advances are strongly discouraged and should be used only when other methods of payment such as a purchase order, corporate credit card, procurement card, or personal credit, are not available to the traveller.
- 9.2. Travel advances in excess of \$100.00 can be up to seventy-five percent (75%) of the estimated out-of-pocket expenses while on the trip, in accordance with this policy and approved rates. Anticipated costs can include meals, accommodations, transportation, and sundry allowances.

- 9.3. The Travel Advance Request Form must be completed by the claimant and approved by both the Department Head and Director, Financial Services.
- 9.4. Completed forms, including approvals, must be submitted to Accounts Payable at least seven working days prior to departure.
- 9.5. Travel advances must be reconciled with Financial Services by completing the Travel Expense Claim Form and submitting required supporting documentation, within the same timelines referenced in 6.3.

## 10. Transportation by Air

- 10.1. Airline travel shall be the most economical and direct route available. Only economy or economy plus fares will be reimbursed unless a medical condition supported by a physician's note or for a demonstrated business reason. If claiming higher than economy or economy plus fare, evidence of a reasonable search for alternatives must be provided with the expense claim.
- 10.2. Single baggage fees and the cost of transporting NWP material will be reimbursed. Excess personal baggage is not eligible to be reimbursed.
- 10.3. Trip cancellation insurance is not reimbursable under normal circumstances. Exceptions require advanced written approval by the Department Head.
- 10.4. In-flight internet connection fees and entertainment are ineligible expenses.
- 10.5. If a credit is given to a traveller for the flight cancellation and the expense was reimbursed to the traveller by the Polytechnic, Financial Services and the appropriate Financial Signing Authority must be notified. Since airline credits are normally given to the individual rather than the Polytechnic, the traveller is expected to provide the Financial Signing Authority with a detailed plan on how the credit will be used for Polytechnic travel in the future. If the traveller uses the credit for personal travel, they must reimburse the Polytechnic for the used credits.
- 10.6. Airline expenses must be supported by itemized receipts and proof of payment. Proof of travel may also be requested, such as a boarding pass, or other documentation that supports the claimant travelled to the destination.

## 11. Travel by Fleet Vehicle

- 11.1. A limited amount of polytechnic-owned vehicles are available for general travel and booking in advance is encouraged whenever possible, and in accordance with the Vehicle Use Policy.

## 12. Travel by Personal Vehicle

- 12.1. A personal vehicle may be used with advanced written approval of the supervisor.
- 12.2. Liability for a personal vehicle is the responsibility of the vehicle owner. Business insurance is also the responsibility of the owner. The Polytechnic will not cover any liability or insurance claims involving personal vehicles.

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- 12.3. If a traveller uses a personal vehicle, the claimant will be reimbursed at the lowest of:
  - 12.3.1. The actual distance driven multiplied by the per-kilometer rate and daily personal use of vehicle rate provided by the [GOA Travel, Meal and Hospitality Expenses Policy](#).
- 12.4. A Department Head, Vice President or President may require a claimant to travel with a fleet vehicle, rental or airline if the cost to travel by personal vehicle is excessive.
- 12.5. Documentation supporting per-kilometre claims should clearly indicate the nature and purpose of the trip taken, the distance driven, and destination points. Evidence of kilometers driven, must be supported by starting and ending odometer reading, along with a google map (or similar) with the destination points.
- 12.6. Staff members who receive a car allowance may not claim per kilometer rates or personal vehicle allowances for travel within 25 kilometers of the service region of the Polytechnic. Travel that extends beyond the service region, will qualify for reimbursement of the private vehicle mileage allowance, but not the daily vehicle allowance. They must also check with their insurance provider to ensure they have adequate coverage for business-related travel, if required.

### 13. Car Rental

- 13.1. Travellers should request the “Alberta Government Rate” or “Post-Secondary Rate” with the rental agency. The booking should be made in the name of Northwestern Polytechnic, if possible. If not possible, rent in the traveller’s name.
- 13.2. Liability and collision insurance should be waived when renting and driving vehicles in Canada and is ineligible for reimbursement. Insurance coverage is provided under NWP’s Commercial and General Liability Insurance. If required, proof of insurance can be obtained from the office of the Vice-President Corporate Services.
- 13.3. Liability and collision insurance should be purchased when renting or driving outside of Canada. This expense is eligible for reimbursement.
- 13.4. Travellers may rent a compact or mid-size automobile for business travel, or when reasonable (i.e. travellers with a significant amount of Polytechnic materials), a full-size vehicle.

### 14. Travel by Taxi or other Third-Party Vehicle

- 14.1. A traveler may claim the actual expense of hiring a third-party vehicle such as a taxi, rideshare, or shuttle service.
- 14.2. The maximum amount claimable, is the actual charge, plus a gratuity of up to 20%. Expenses must be supported by itemized receipts.
- 14.3. An allowance for taxi fare, per Appendix 2, can be claimed without a receipt.

### 15. Accommodations and Personal Allowances

- 15.1. Travellers must book accommodations that are reasonable and relative to the required destination.

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- 15.2. Expenses for overnight accommodations may include a hotel, motel, guesthouse, or other licensed facility. Expenses must be supported by itemized receipts.
- 15.3. An allowance for private accommodations, per Appendix 2, may be claimed in lieu of licensed facilities, without receipts.
- 15.4. Accommodations for one night before and after an event is normally acceptable and claimable, provided the event start and end times warrant such travel logistics.
- 15.5. Longer periods of stay may be considered where a recovery period is required due to a strenuous itinerary, or the claimant is making a presentation. Prior written approval of the Department Head must be obtained prior to making arrangements to guarantee reimbursement and must accompany the expense claim.
- 15.6. Travellers may claim a daily personal allowance for each overnight stay, with no requirement to provide receipts. No additional reimbursements will be provided for personal telephone calls, water, snacks, newspapers or other incidentals.

### 16. Meals

- 16.1. Meal allowances shall be claimed in lieu of actual meal expenses. Refer to Appendix 2, for allowance rates.
- 16.2. If meals are provided as an integral part of transportation fares, conference fees, or provided by as part of hospitality, they cannot be additionally claimed as an allowance.
- 16.3. Meals are ineligible to be claimed for ordinary travel between campuses. Exceptions may be given for travel which requires overnight stay, or other reasonable circumstance, with approval of the Department Head.
- 16.4. For travel of less than one day, partial day meal allowances, or actual expenses may be claimed in accordance with this schedule:

	Departure before or at	Return after
Breakfast	7:30 am	7:30 am
Lunch	1:00 pm	1:00 pm
Dinner	6:30 pm	6:30 pm

- 16.5. Alcohol is a personal expense and will not be reimbursed.
- 16.6. Meals that are purchased primarily for the hospitality of a guest, or working group to conduct business for the Polytechnic, must follow the provisions of the GOA Travel, Meal and Hospitality Expenses Policy.



## 17. Internet, Telephones, Courier, and Mail

- 17.1. Internet connection fees, not included with accommodations, are reimbursable when primarily used to conduct business of the Polytechnic.
- 17.2. Polytechnic-issued cellular phones, where available, should be used in accordance with the IT Technology Access Policy.
- 17.3. If a traveller is required to make business related calls on a personal cellular phone, actual expenses may be reimbursed in accordance with the IT Technology Access Policy.
- 17.4. Courier and mail charges are reimbursable for business-related materials being shipped to and from the traveller's location.

## 18. Parking, Road Tolls, and Other

- 18.1. Expenses for parking, road tolls, or public transportation are reimbursable. Claims must be supported by itemized receipts.
- 18.2. Allowances for coin-metered parking bridge tolls, and road tolls, will also be accepted without receipts and according to the rates in Appendix 2.

## 19. International Travel

- 19.1. Allowances for meals and personal expenses for travel outside of Canada will be based on the [GOA Travel, Meal and Hospitality Expenses Policy](#).
- 19.2. A traveller may claim reimbursement for foreign exchange rates and service charges. If supporting documentation is not provided by the claimant, the average Bank of Canada closing rate for the duration of the trip will be used.
- 19.3. All international travel must have a risk assessment completed by Enterprise Risk Management prior to approvals.
- 19.4. Prior to travelling outside of Canada, the traveller is required to:
  - 19.4.1. Carry a Blue Cross Medical Card which provides 24/7 emergency assistance.
  - 19.4.2. Ensure there are no travel warnings for the country they are planning to visit.
  - 19.4.3. Provide their supervisor or designate, with a copy of their passport and detailed itinerary, in case of emergency.
  - 19.4.4. Obtain and carry the appropriate contact information of the Canadian Embassy for the country they are visiting.
  - 19.4.5. Ensure they have appropriate accident and medical insurance coverage.
  - 19.4.6. Ensure they are familiar with the laws of the country they are visiting.

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## 20. Non-Allowable Expenditures

20.1. Expenses that are ineligible for claim or reimbursement include, but are not limited to:

- 20.1.1. Alcohol
- 20.1.2. Priority or Business Class Travel
- 20.1.3. Car wash for rental vehicles
- 20.1.4. Personal credit card membership fees
- 20.1.5. Cancellation fees
- 20.1.6. Expenses for failing to cancel transportation or accommodations
- 20.1.7. Expenses of a travelling companion
- 20.1.8. Fuel, for personal vehicles
- 20.1.9. Hotel pay-per-view movies
- 20.1.10. In-flight entertainment
- 20.1.11. Interest charges on outstanding credit card balances
- 20.1.12. Loss or damage to personal possessions while travelling
- 20.1.13. Membership fees for loyalty programs
- 20.1.14. Minibar refreshments
- 20.1.15. Rental of formal wear
- 20.1.16. Shoeshine
- 20.1.17. Traffic or Parking Fines
- 20.1.18. Valet
- 20.1.19. Parking between campuses
- 20.1.20. Pet Fees
- 20.1.21. Seat Selection

## 21. Special Provisions for Professional Development and Leadership Funds

21.1. Professional Development and Leadership Funds can be assigned or available to individual employees, for enhancement of technical or academic knowledge, and within the context of a specified Collective Agreement, Terms of Reference, or individual agreement. Financial Signing Authority may be assigned to Director, Human Resources, or the nominated Committee.

21.2. For clause 7.1 and 15.5 a designated Financial Signing Authority for Professional Development or Leadership Funds can determine if it is appropriate to combine personal travel and if longer then designated length of stay is required.

21.3. For clause 12.1, Academic Staff Association members are permitted to use personal vehicles, in place of Fleet vehicles of the Polytechnic, without advanced written approval of the Department Head.

### 21.4. Violations of the Policy

21.4.1. Employees, Board Members, and members of Board committees, will be held personally liable for:

- a) unauthorized expenses;
- b) expenses which exceed stated limits; or
- c) expenses which otherwise contravene this or other applicable policies.

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21.5. Violators of this policy may be subject to penalties under polytechnic policy, collective agreements, and under provincial and federal law.

### 22. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none"> <li>Approve and formally support this policy</li> </ul>
Board Chair	<ul style="list-style-type: none"> <li>Review, for approval, International travel for Board members and President</li> </ul>
President	<ul style="list-style-type: none"> <li>Review, for approval, out of province travel and international travel for Vice Presidents and Executive Council members.</li> </ul>
Vice-Presidents	<ul style="list-style-type: none"> <li>Review, for approval, out-of-province and international travel</li> </ul>
Department Head (Dean or Director)	<ul style="list-style-type: none"> <li>Ensure staff follow the requirements of this policy</li> <li>Review, for approval, all travel for the area of responsibility to ensure it adheres to this policy</li> <li>Ensure requests for reimbursements are reasonable and in compliance with this policy, other policies of the Polytechnic, and funding agency restrictions</li> <li>Review, for approval, lower than established meal and kilometer allowances</li> <li>Review, for approval, the combination of personal activities with business of the Polytechnic</li> </ul>
Director, Financial Services	<ul style="list-style-type: none"> <li>Oversee the implementation of this policy</li> <li>Review, for approval, travel advance requests</li> </ul>
Financial Services Staff	<ul style="list-style-type: none"> <li>Ensure requests for implementation are reasonable and in compliance with this policy and other policies of the Polytechnic</li> <li>Process reimbursements in a timely manner</li> <li>Properly record expenses and reimbursements in the general ledger</li> <li>Report any taxable reimbursements to the Canada Revenue Agency</li> <li>Perform monitoring and reviewing of expense claims</li> </ul>
Claimant	<ul style="list-style-type: none"> <li>Comply with the requirements of this, and other policies of the Polytechnic</li> <li>Ensure that expenses have been incurred for legitimate and reasonable business purposes</li> </ul>

### 23. Inquiries

23.1. Inquiries regarding this policy can be made to the Director, Financial Services.

### 24. Amendments (Revision History)

24.1. Amendments to the policy will be published from time to time and circulated to the Community of the Polytechnic.

24.2. Last updated April 1, 2023 to be consistent with Government of Alberta, Travel, Meal and Hospitality Expenses Policy.

## Appendix 1 – Travel Distances

<b>Destination</b>	<b>Standard Kilometers From Grande Prairie One Way</b>	<b>Standard Kilometers From Fairview One Way</b>
Edson	421	536
Edmonton	461	575
Fairview	117	NA
Calgary	754	869
Grande Cache	188	301
Grande Prairie	NA	117
Hinton	334	449
Jasper	397	512

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## Appendix 2 – Travel Allowances

Type of Expenses	Allowance
Use of Personal Vehicle	\$0.550 per kilometer, plus \$10.25 per day for daily vehicle allowance (only claimable if no vehicle allowance is provided in compensation)
Meal Allowance	Breakfast - \$13.00      Depart 7:30 am or earlier or Return 7:30 am or later  Lunch - \$17.00          Depart 1:00 pm or earlier or Return 1:00 pm or later  Dinner - \$27.00         Depart 6:30 pm or earlier or Return 6:30 pm or later
Personal Allowance (sundry)	\$7.35 for each consecutive 24 hour period spent travelling on polytechnic business in Canada  \$14.65 for each consecutive 24 hour period spent travelling on polytechnic business outside of Canada
Private Accommodations	\$20.15 per night
Bridge Toll/ Park Entry	At cost (receipt required)
Coin-Metered Parking	\$10 per trip
Taxi Fare	\$12.75 per occurrence (without receipt)

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## Appendix 3 – Summary of Eligible and Ineligible Expenses

Expense Type	Summary	Eligible	Ineligible
<b>Combining Personal Travel</b>	Permitted with advanced written approval of Department Head. Refer to Sec. 7	- Expenses that would have been incurred by the most direct route	- Pet Fees - Companion expenses
<b>Loyalty Programs</b>	Permitted provided there are no additional costs, and travel arrangements are not based on awards. Refer to Sec. 8	- Awards can be used for personal or business travel	- Avion points earned with Corporate Cards of the Polytechnic must be used for business travel
<b>Transportation by Air</b>	Most economical and direct route available. Refer to Sec. 10.	- Economy Class - Seat Selection, if >3 continuous hrs. - Single Baggage	- Business or Priority Class - Seat selection if <3 hours - Trip Cancellation - In-flight entertainment and internet - Excess baggage Fees
<b>Travel by Fleet</b>	To be used whenever possible. Refer to Vehicle Use Policy. Refer to Sec. 11		- Traffic fines such as speeding tickets or parking violations
<b>Travel by Personal Vehicle</b>	Private vehicle can be used (see above for conditions). Rates will be based on fleet availability and reasonability, as approved by the Department Head. Refer to Sec 12.	- \$0.550 per kilometer plus a daily rate \$10.25	- Fuel - Maintenance - Insurance - Car wash
<b>Car Rental</b>	Rentals should be booked in NWP name, if possible. Additional insurance waived if in Canada Refer to Sec 13	- Compact or Mid-Sized - Fuel	- Full-sized vehicle, unless accompanied by documented need - Car wash
<b>Travel by Taxi or Other Third Party</b>	Taxi, Rideshare, Shuttle, or other mode accepted. Refer to Sec. 14	- Allowance of \$12.75/trip by Taxi (no receipt) - Actual expenses, taxes and up to 20% gratuity	- Gratuity in excess of 20%
<b>Accommodations and Personal Expenses</b>	Expenses must be reasonable for the destination. Licensed or private accommodations are permitted. Refer to Sec 15	- One-night before and after the event, when travel logistics require it - Additional length of stay requires advanced written approval - Allowance of \$20.15/night of private accommodations	- Longer then required accommodations - Additional occupancy or pet fees - Pay per view movies - Mini-bar refreshments - Valet - Shoeshine - Room upgrade

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Expense Type	Summary	Eligible	Ineligible
<b>Meals</b>	Allowances are provided in lieu of actual meal expenses. Refer to Sec. 16	<ul style="list-style-type: none"> <li>- Meal Per Diems Rates: Breakfast \$13.00 / Lunch \$17.00/ Dinner \$27.00</li> </ul>	<ul style="list-style-type: none"> <li>- Alcohol</li> <li>- Meals that were provided as part of conferences, airfare, or hospitality</li> </ul>
<b>Internet, Telephone, and Courier/Mail</b>	These services are generally eligible provided it's primarily for conducting business of the polytechnic. Refer to Sec. 17.	<ul style="list-style-type: none"> <li>- Personal cell phone usage,</li> <li>- Internet services required to conduct business</li> <li>- Courier and Mail expenses required to ship materials of the polytechnic</li> </ul>	<ul style="list-style-type: none"> <li>- Internet primarily for personal use</li> </ul>
<b>Parking, and Other Misc.</b>	Expenses for parking are reimbursable either as an allowance or actual business expense. Refer to Sec. 18	<ul style="list-style-type: none"> <li>- Allowance for metered parking of \$10.00 per business trip</li> <li>- Expenses for non-metered such as daily, overnight, or airport parking requires actual receipts</li> </ul>	<ul style="list-style-type: none"> <li>- Traffic fines such as speeding tickets or parking violations</li> </ul>
<b>International Travel</b>	Enterprise Risk Management Assessment and written approval from applicable Vice President is required prior to making international travel arrangements. Refer to Sec. 19	<ul style="list-style-type: none"> <li>- Allowances are based on the <a href="#">2021 Travel, Meal and Hospitality Expenses Policy - effective April 1, 2021</a>. The commercial accommodation at the actual duration of stay will be used</li> <li>- Foreign exchange fees</li> </ul>	<ul style="list-style-type: none"> <li>- Excessive expenses that are not relative to the destination</li> </ul>