



Medicine Hat College Procedure TRAVEL AND EXPENSES

Procedure #: PR-FN-01-01
Procedure Authority: Director, Financial Services
Executive Sponsor: Vice-President, Administration and Finance
Approved by: Vice-President, Administration and Finance
Effective Date: February 15, 2018

1. PURPOSE

The purpose of this procedure is to provide guidance and direction to ensure that all travel arrangements and reimbursement of expenses are completed according to the Medicine Hat College's (MHC) Travel and Expenses Policy.

2. SUPPORTING

- FN-01 Travel and Expenses (the **Policy**).

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE

4.1 Approval Process

- (a) Prior authorization and determination of the necessity for business travel must be obtained from the signing authority prior to any travel arrangements being made. The authorization must be verbal, in writing or via email.
- (b) After the expense has been incurred, a Travel Claim (example – Appendix A) must be completed and signed by the claimant and approved by the signing authority (unless prior approval for an advance has been given). The travel claim can be accessed through SharePoint and pre-filled on-line. The following information **must** be provided on the travel claim in order to be processed:
 - i. Claimant name, meeting/conference name and location, departure date and time, return date and time.
 - ii. All other expenses that apply to the related travel must be documented on the travel claim.
- (c) The signing authorities will verify that all travel arrangements and expenses are consistent with the Travel and Expenses policy and procedure, the correct department is charged for the expenses and the documentation submitted is complete and will prove satisfactory to internal and external auditors.
- (d) When personal activities or family travel is combined with business travel, no expenses or risks related to the personal activities or family travel will be incurred by the college.

Reimbursement for accommodations, meals, and related expenses will only be paid for the day(s) associated directly with college business and for the employee only. The following procedure applies for combination travel:

- i. Obtain and print a quote for the trip without the personal portion. This is the “business” portion of the trip and the portion that is reimbursable.
 - ii. Book and print a receipt for the entire trip including the personal portion of the trip.
 - iii. When submitting the request for reimbursement, both the quote (i) and the receipt (ii) are to be submitted together. It is the responsibility of the approver to ensure that the quote and the actual invoice are comparable and represent the same booking conditions i.e. both amounts were obtained on the same day.
- (e) If the submitted claim does not meet the requirements of the policy and procedure, the submission will be returned to the signing authority for clarification.

4.2 General Principles

- (a) All travelers claim their own expenses and ensure claims are compliant with policy.
- (b) Original detailed receipts (showing itemized breakdown of purchases) are required for reimbursement and must be provided and attached for all travel expenses not covered by rates as outlined in Appendix B or C. Original receipts are required to avoid duplication of payments and to ensure proper claiming of GST input tax credits.
- (c) All claims for air travel must be accounted for by proof of payment including items such as a paid travel agent invoice or online booking confirmation which provides the details on the amount paid and clearly indicates dates and times of departure and the person flying.
- (d) Where a traveler certifies that the receipt was lost, accidentally destroyed or unobtainable, for expenses in excess of \$10, a personal declaration may replace the receipt. Refer to Lost Receipt Declaration form (Appendix D) for further details.

5. ADDITIONAL INFORMATION

- Appendix A – Travel Claim
- Appendix B – Rate Schedule (Domestic and US)
- Appendix C – Rate Schedule (International)
- Appendix D – Lost Receipt Declaration

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Wayne Resch
Vice-President, Administration and Finance

Date: February 15, 2018

DOCUMENT HISTORY

February 2018 Procedure approved