

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.213	Vice-President, Finance and Administration		
Policy Name			
Travel, Business, and Hospitality Expense Policy			
Approved by	Replaces	Category	Next Review
Board	<i>B.302 Expenses – Meetings & Hostings/Other Gatherings of Employees or Community Members ARM 5503 Holiday Celebrations and Expenses</i>	Finance	June 2029
Date Issued	Date Revised	Date in effect	Related Policies
November 26, 2019	June 25, 2024	June 25, 2024	B.212 Honoraria and Gifts Policy B.215 Spending and Signing Authority Policy

1. PURPOSE

The purpose of this Travel, Business and Hospitality Expense Policy (“the Policy”) is to establish the principles and framework that control the incurrence and reimbursement, or payment of travel, business and Hospitality expenses by employees, board members, or Contractors of Capilano University (“the University) while engaged in University Business Activities.

2. DEFINITIONS

“**Claimant(s)**” in this policy means an employee, board member, or Contractor authorized to do business on behalf of the University who uses a P-card or incurs an expense in the course of their duties and submits a claim for reimbursement to the University.

“**Contractor(s)**” in this policy means a third-party service provider who has a contract with the University that authorizes the incurrence of business-purpose expenses.

“**Guests**” are Non-University community members (including alumni and donors) visiting university premises or property, or participating in a University meeting or Event.

“**Hospitality expenses**” means expenses for meals, refreshments, entertainment or other activities incurred while hosting employees, students, visitors or Guests at a University meeting or Event.

“Purchasing card” or **“P-card”** is the corporate purchasing card issued to approved University employees for certain purchases, as permitted under the P-card program procedures guide.

“University Business Activity” - assigned work that contributes to the functioning of the University and is sanctioned by the University.

“University Event” is a University- Sanctioned gathering on or off campus. “Sanctioned” means that the event has been organized by an authorized University employee in the course of their duties.

3. SCOPE

3.1 This policy and related procedures apply to employees, board members, and Contractors authorized to incur approve, process, pay, or be reimbursed for expenses related to University Business Activities.

3.2 Provisions relating to the reimbursement or payment of expenses related to University Business Activities; including travel, meals and refreshments set out in collective agreements will prevail over any overlapping provisions in this policy.

4. POLICY STATEMENT

Principles

4.1 *Taxpayer Accountability Principles* prescribed by the Government of British Columbia necessitate:

- a) cost consciousness, accountability, appropriate compensation, service, respect and integrity in the operation of all public sector entities, and
- b) good judgment, moderation and adequate justification when incurring and/or approving travel and business expenses.

4.2 Expenses must be appropriate, necessary, cost-effective and incurred for a justifiable purpose related to a University Business Activity.

4.3 This policy and related procedures are based on the B.C. government’s Core Policy and Procedures Manual (CPPM). In the absence of clear direction from the University’s policies and procedures, the CPPM will provide additional clarification and/or final interpretation respecting reimbursement of a travel or business-purpose expenses.

Travel and expenses related to travel

4.4 Travel for University business purposes must:

- a) not occur if more economical methods such as video or teleconferencing are available,
- b) be undertaken by the most cost-effective routing, scheduling and means of travel, including the use of the University authorized travel program and other travel related services as applicable and
- c) conclude as soon as possible after the business objectives have been achieved.

4.5 Travel related expenses must be preauthorized for

- a) travel outside Canada,
- b) travel in a higher class than economy, and/or
- c) accommodation in Metro Vancouver for Claimant's whose usual workplace is in Metro Vancouver,

4.6 Expenses arising from extensions to business purpose travel for personal reasons will not be approved or reimbursed.

4.7 Where personal and business travel are combined, reimbursement will be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place.

Events or Meetings involving employees only

4.8 Human Resources organizes events for employees including long service awards and other recognition events. Oversight of the associated expenses is provided by the Vice President People, Culture and Diversity.

4.9 Meals and refreshments at other events or meetings may be provided on an occasional basis when it is deemed necessary to support a University activity. Meals or refreshments should only be provided in circumstances where an event or meeting:

- a) should not be interrupted; and
- b) occurs during a normal mealtime.

- 4.10 The cost of meals and refreshments at events or meetings involving employees only must:
- a) be within the department's approved budget;
 - b) not exceed the per diem amount (which includes tips/taxes) per *FIN-B213-01 Schedule of Travel Per-Diems and Allowances* per attendee/meeting; and
 - c) be pre-approved by the most senior employee in the organizing department. This will generally be the Director or Vice President.
- 4.11 University premises or property must be used for events and meetings whenever possible. In order to minimize costs, organizers must consider all costs when selecting locations including accommodation and transportation costs for attendees.
- 4.12 Expense form claims, P-card statements, invoices, or cheque requisitions for meals and refreshments expenses incurred at meetings must identify the purpose for the meeting and identify or describe the attendees.

Meetings and hosting events involving external parties

- 4.13 Hospitality expenses may be paid or reimbursed by the University at meetings and University events involving external parties, where it is determined that the provision of hospitality is in line with University values and the benefit to the University is commensurate with the cost.
- 4.14 The Manager, University Events and Ceremonies organizes events for the University Community including convocation, fundraising and donor appreciation events . Oversight of the associated expenses is provided by the Vice President University Relations.
- 4.15 Student Success organize events associated with student recruitment, orientation and well being. Oversight of the associated expenses is provided by the Vice President Strategic Planning, Assessment & Institutional Effectiveness.
- 4.16 Hospitality expenses for all other events must be approved by the supervisor of the most senior employee from the organizing department who attends the meeting or University event. This will generally be the responsible Vice President. For greater certainty, an employee cannot approve their own hosting expenses.

Other hosting and related expenses

- 4.17 Meals and refreshments may be provided at events recognizing the retirement of employees in accordance with B.205 Retirement Recognition Policy for Capilano University Employees.

Liquor

- 4.18 Liquor purchase and consumption is only permitted at University events , in accordance with the requirements of OP.414 Liquor Service and Consumption at University Events and with the approval of the Vice President of the group organizing the event. Events only involving employees may only include the purchase or serving of alcohol with the approval of the President.
- 4.19 Procedures for pre-authorizing, approving and reimbursing travel and other business-purpose expenses are prescribed in *B.213.1 Travel and Business Expenses Procedures* approved by the Senior Leadership Council.

5. APPROVAL AND COMPLIANCE

- 5.1 Expense reimbursement claims must be approved in accordance with the financial authorities and monetary limits established by B.215 Spending and Signing Authority Policy.
- 5.2 Claimants are not permitted to approve
- a) their own expense reimbursement claims, or
 - b) expenses incurred on their behalf that are included on the expense reimbursement claim of another employee.
- 5.3 Expense claims must be supported with original receipts or supporting documents. If original receipts are unavailable, alternate processes must be implemented to reasonably ensure the veracity of the business-purpose expense being claimed. Original receipts must contain enough information to identify the expense and confirm that it has been paid.
- 5.4 Exceptions to this policy must be jointly authorized in advance by the Vice-President, Finance and Administration and the President.
- 5.5 Claimants who disregard this policy or falsify expense reports and/or supporting documents will be subject to disciplinary action up to and including dismissal or revocation of contractual relationships with the University.

6. DESIGNATED OFFICER

The Vice-President, Finance and Administration is the Policy Owner responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Financial Services.

7. RELATED POLICIES AND GUIDANCE

FIN-B213-01 Schedule of Travel Per-Diems and Allowances

B.212 Honoraria and Gifts Policy

B.212.1 Honoraria and Gifts Procedures

B.213.1 Travel and Business Expense Procedures

B.215 Spending and Signing Authority Policy

B.215.1 Spending and Signing Authority Procedures

B.506 Standards of Conduct

OP.414 Liquor Service and Consumption at University Events

B.205 Retirement Recognition for Capilano University Employees

B.313 Procurement Policy

B.313.1 Procurement Procedures

8. REFERENCES

Taxpayer Accountability Principles

Core Policy and Procedures Manual (CPPM) – Province of British Columbia