

Policy No.	Officer Responsible		
B.213	Vice-President, Finance and Administration		
Policy Name			
Travel and Business Expenses Policy			
Approved by	Replaces	Category	Next Review
Board	<i>B.207 Expenses and Reimbursements (Board)</i> <i>B.208 Expenses Reimbursement Policy</i> <i>E.207 Employee Expenses Policy</i> <i>ARM1089 Membership costs and professional associations</i> <i>E.206 Automobile Insurance – University Employees</i>		November 2022
Date Issued	Date Revised	Related Policies, Reference	
November 26, 2019		<i>B.213.1 Travel and Business Expenses Procedures</i> <i>B.506 Standards of Conduct</i> <i>B.212 Honoraria and Gifts Policy</i> <i>B.212.1 Honoraria and Gifts Procedures</i> <i>B.215 Spending and Signing Authority Policy</i> <i>B.215.1 Spending and Signing Authority Procedures</i> <i>B.XXX Business Meetings and Hosting Policy</i> <i>Taxpayer Accountability Principles</i> <i>Core Policy and Procedures Manual (CPPM) – Province of British Columbia</i>	

1. PURPOSE

The purpose of this policy is to establish the principles and framework that control the incurrence and reimbursement of travel and other business-purpose expenses by employees, board governors, contractors and students of Capilano University ('University').

2. DEFINITIONS

"Business-purpose(s)" the principal purpose is to benefit the University by supporting or implementing its mandate, objectives and plans.

"Claimant(s)" an employee, board governor, contractor or student authorized to do business on behalf of the University who incurs a business-purpose expense and submits a claim for reimbursement to the University.

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

3. SCOPE

- 3.1 This policy and related procedures apply to employees, board governors, contractors and students authorized to incur business-purpose expenses on behalf of the University.
- 3.2 Provisions relating to the reimbursement of business-purpose expenses set out in collective agreements will prevail over any over-lapping 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 The University will reimburse claimants for travel and other business-purpose expenses. Reimbursable expenses must be appropriate, necessary, cost-effective and incurred for a justifiable business-purpose.
- 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.
- 4.4 Travel for 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, and
 - c) conclude as soon as possible after the business objectives have been achieved.
- 4.5 Business-purpose expenses must be pre-authorized for
 - a) travel outside Canada,
 - b) travel in a higher class than economy,
 - c) accommodation in Metro Vancouver for claimant’s whose usual workplace is in Metro Vancouver, and/or
 - d) expenses of potential public interest regardless of value, including those that present unusual risks or might negatively affect the reputation of the University.
- 4.6 Expenses for personal reasons arising from extensions to business-purpose travel are not reimbursable.
- 4.7 Where personal and business-purpose 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.

- 4.8 Expense reimbursement claims must be approved in accordance with the financial authorities and monetary limits established by *B.215 Spending and Signing Authority Policy*.
- 4.9 Travel and other business-purposes expenses incurred by students must be authorized in advance by the responsible financial authority as per *B.215 Spending and Signing Authority Policy*.
- 4.10 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.
- 4.11 Policies relating to expenses for meetings and hosting guests, visitors and donors of the University are prescribed in the *B.XXX Business Meetings and Hosting Policy*.
- 4.12 Business-purpose expenses 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.
- 4.13 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.
- 4.14 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.
- 4.15 Exceptions to this policy must be jointly authorized in advance by the Vice-President, Finance and Administration and the President and reported to the Finance and Audit Committee.

5. DESIGNATED OFFICER

- 5.1 The Vice-President, Finance and Administration is responsible for implementing, administering and ensuring compliance with this policy and any related procedures.