

SUBJECT: Business Travel	POLICY NO: INT-5	LAST REVIEWED: February 2021
APPROVED BY: Executive Board	MANAGED BY: Executive Director	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

Employees and Executives from time to time may need to travel on business and they should not experience personal financial loss when that happens. Employees and Executives will be reimbursed for any reasonable business-related expenses that they incur while on a Business Trip. BCITSA also expects employees and Executives to be prudent in their expensing and strive to use the most cost-effective option when given a choice.

Purpose of This Policy

The purpose of this Policy is to:

- Establish guidelines for attendance, travel, eligible expenses and reimbursement of expenses related to employees and Executives.
- Outline the responsibilities of employees and Executives who go on Business Trips.

Application of This Policy

This Policy applies to any employee or Executive that goes on a Business Trip.

Related Documents and Legislation

N/A

Forms Associated With This Policy

- Expense Form

Amendment History

- Created 2018-02-26
- Amended 2021-02-15

DEFINITIONS

Business Trip

A Business Trip is defined as any trip, seminar, conference, convention, training session, business meeting, or any other situation requiring an employee or Executive to travel or otherwise take time off of their regular hours of employment. Any such Business Trip shall be subject to this Policy.

Expense Advance

An Expense Advance is funding provided for covering reasonable expenses related to a Business Trip.

DUTIES AND RESPONSIBILITIES

Director of Finance

The Director of Finance is responsible for the interpretation and enforcement of this Policy as it relates to employees and Executives.

POLICY

1. Conference and Travel

1.1. Approval

- a.** Managers shall have the authority to approve the attendance and travel of any Business Trip for any employee that reports to them.
- b.** The President, or VP Administration and Finance, should the President not be available, shall have the authority to approve the attendance and travel of any Business Trip for any Executive.
- c.** Business Trip approvals will always be dependent and contingent on available funding.

1.2. Travel Arrangements and Accommodations

- a.** Employees and Executives may make their own travel arrangements and accommodation for Business Trips.
- b.** Upon request of an employee or Executive, an administrative employee as designated by the Director of Finance may assist the

employee or Executive with any travel arrangements and accommodations for Business Trips.

- c. Employees and Executives shall make all arrangements as soon as possible to take advantage of the lowest fare.

2. Expenses

2.1. Expense Advances

- a. Employees shall be provided with an Expense Advance for any Business Trip.
 - i. Employees shall become liable for the Expense Advance, and shall reimburse BCITSA in the event of resignation, termination of employment, reassignment, or similar reasons.
- b. The dollar amount of the Expense Advance shall be decided by the Director of Finance, and will be dependent on the length and circumstances of the trip.
- c. Employees requesting an Expense Advance shall submit the request to their respective manager using an Expense Form. The manager reserves the right to amend the amount requested based on precedent or budget constraints.
- d. Executives requesting for an Expense Advance shall submit the request to the Director of Finance using an Expense Form. The Director of Finance reserves the right to amend the amount requested based on precedent or budget constraints.

2.2. Expense Form

- a. Employees and Executives shall be provided with an Expense Form prior to their departure.

2.3. Meal Allowance

- a. BCITSA shall reasonably reimburse any meals that are not included or provided for on a Business Trip.
- b. When possible, a business credit card shall be used to pay for meals while on a Business Trip.

- c. Employees and Executives must provide a receipt for any meal expenses to be reimbursed.

2.4. Accommodations

- a. Employees and Executives are expected to use standard rooms at a moderate-class hotel while on a Business Trip.
- b. Employees or Executives that are attending a Business Trip hosted at a hotel may stay at that hotel.
- c. Employees or Executives traveling to a destination for which a corporate recommendation or related hotel does not exist shall seek out reasonably priced accommodations.

2.5. Phone Expenses

- a. Phone calls that are made by an employee or Executive either to conduct business or to ensure reasonable contact with their immediate family shall be reimbursed.
- b. When traveling, employees or Executives may charge phone calls to either their hotel room or to their business cell phone.

2.6. Travel Insurance

- a. Employees covered under BCITSA Extended Health and Dental Coverage shall not be reimbursed for further travel insurance.
 - i. If an employee on a Business Trip is not covered under the BCITSA Extended Health and Dental Coverage, they shall work with their respective manager to ensure the proper coverage is acquired prior to departure.
- b. Executives covered under the BCITSA Student Extended Health and Dental Plan, or a comparable plan if they chose to opt-out, shall not be reimbursed for further travel insurance.

2.7. Other Reimbursable Expenses

- a. Employees and Executives shall be reimbursed for other necessary and reasonable out-of-pocket expenses, including but not limited to:
 - i. Tolls;
 - ii. Parking fees;
 - iii. Mileage expenses should an employee or Executive use their personal vehicle on a Business Trip;
 - iv. Rental cars and related mileage fees;
 - v. Restaurant tips; or
 - vi. Telephone/fax charges.

2.8. Non-Reimbursable Expenses

- a. The following list of non-reimbursable expenses shall be considered a general guide and shall not be considered exhaustive:
 - i. Personal entertainment;
 - ii. Alcoholic beverages;
 - iii. Personal maintenance such as haircuts, manicures, etc.;
 - iv. Room service for personal reasons;
 - v. Personal calls in excess of what is considered reasonable;
 - vi. Travel, meals, and lodging for family members;
 - vii. Lost personal property, including cash, credit cards, clothing, etc.;
 - viii. Fines, or penalties for property damage caused while traveling; or
 - ix. Personal accident insurance.

3. Transportation

3.1. Transportation to an Airport

- a. Employees and Executives shall be reimbursed for the cost of transportation to and from the airport, either from the BCITSA facility or the employee's home.
 - i. For greater clarity, section 3.1.a. of this Policy shall include either taxi fare each way or the cost of parking a vehicle at the airport, as well as round trip mileage.

- b.** Distance travelled shall be calculated as the shorter of the distance from the BCITSA main office to the destination or from an employee or Executive's home to the destination. Mileage expenses between home and BCITSA shall not be reimbursed.

3.2. Local Transportation

- a.** Employees and Executives shall travel by the most appropriate and cost-effective means, including the use of airport or hotel shuttles, taxis and car rental.
- b.** All parking and highway tolls incurred on a Business Trip shall be reimbursed.
- c.** If a car rental is the most cost-effective or practical option, an intermediate or compact car shall be preferred.
 - i.** Employees or Executives shall be expected to pay for all car rentals costs either directly or with an approved BCITSA credit card; and
 - ii.** Rental cars shall only be used for business purposes and intended for local transportation.

PROCEDURE

N/A