



Policy Name: Business and Travel Expenses	Responsible Owner: VP, Finance & Administration	Effective date: October 2014
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Category: Administrative	Replaces: New	

TABLE OF CONTENTS (WITH ACTIVE LINKS)

PURPOSE

SCOPE

DEFINITIONS

POLICY STATEMENTS

PROCEDURES

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

RELATED ACTS AND REGULATIONS

RELATED COLLECTIVE AGREEMENT CLAUSES

PURPOSE

The purpose of this policy is to establish the terms under which reimbursements may be made for reasonable out-of-pocket expenses while conducting authorized College business.

SCOPE

This policy applies to all College employees and the College Board for all funds administered by the College. In addition to out-of-pocket expenditures, this policy also applies to petty cash and corporate credit card use.

DEFINITIONS

N/A

POLICY STATEMENTS

The College will reimburse for reasonable out-of-pocket expenses incurred while conducting authorized College business. The reimbursement request must be based on reasonable and accountable out-of-pocket expenses necessarily incurred while on College business as outlined in the Expense Claim Guidelines.

Where there is conflict between a clause in a Collective Agreement or Excluded Administration Employees Working Conditions and this policy or related guideline, the provision in the Collective Agreement or Excluded Administration Employees Working Conditions will apply.

The Finance department is responsible for the administration of this policy and the related guidelines.



PROCEDURES

[Standard Operating Procedure \(SOP\) Expense Claims](#)

[Standard Operating Procedure \(SOP\) Mileage Claims](#)

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[DC Accounting Guidelines – Expense Claims](#)

[DC Accounting Guidelines – Payments](#)

[DC Accounting Guidelines – Standardized Mileage between Campuses and Agencies](#)

[DC Accounting Guidelines – Spending and Commitment Authority Levels](#)

[DC Accounting Guidelines – Travel per Diems](#)

[Expense Claim Form](#)

[Facilities - Corporate Travel](#)

RELATED ACTS AND REGULATIONS

[CRA – T4130 Employers' Guide Taxable Benefits and Allowances](#)

RELATED COLLECTIVE AGREEMENTS

[British Columbia Government and Service Employees Union \(BCGEU\)](#)

[Douglas College Faculty Association \(DCFA\)](#)

[Excluded Administration Employees Working Conditions](#)