

All employment related travel including professional development fall under College Policy 9400.

PD application process information and forms can be found [here](#)

UNIT4 STEPS FOR REIMBURSEMENT

1. Travel Request Submission
 - a. This is to be done before travel.
 - b. Required to complete a Travel Clearance for reimbursement.
 - c. Out of Country travel must be approved by the President or Vice President College Services.
 - d. Travel to countries with "Take normal security precautions" under the Travel Canada Advisories will be considered. Travels with ratings of "Exercise a high degree of caution" or higher will not be approved. Please refer to the Travel Canada advisories by country when planning your trip.
[Travel Canada advice and advisories](#)
2. Travel Advance Request (Optional)
 - a. Can be made if you would like to keep "out of pocket" expenses minimal.
 - b. Should be submitted at least 2 weeks before
3. Travel Clearance Submission
 - a. To be completed within **5** working days of return.
 - b. Must provide all original itemized receipts. POS slips will only be accepted in certain situations (i.e. taxi, bus fare, etc.).
 - c. Proof of accommodation costs, consisting of an original copy of credit card receipts and a hotel receipt that shows a zero balance, are to be included.

BEFORE YOU TRAVEL

- Consult College travel policy (Policy 400) via my.selkirk.ca
- Obtain itinerary/event information.
- Save a copy of airfare details (even if you are driving - to accommodate policy requirements on "most economical form of transportation").
- Book accommodations under government rates.
Employees are responsible for canceling hotel reservations in time to avoid "no show" charges; the College pays these charges where the employee has no control over the circumstance and is not their fault.

IMPORTANT INFORMATION

Per Diem Rates

NORTH AMERICA, EXCLUDING MEXICO:

Breakfast: \$15.47; Lunch: \$17.90; Dinner: \$30.93

(Auto-calculated based on travel time entry in Unit4).

OUTSIDE NORTH AMERICA: [Link](#)

Accommodation

Private Accommodation Rate: \$40.75/Day

To obtain Provincial Government Rate: [Link](#)

Outside North America: [Link](#)

Mileage

- Rate: \$0.67/KM
- Mileage cannot be claimed when using a college vehicle
- Regularly used locations distance calculations are provided by Finance in the "Mileage Sheet" form and will be used to keep reimbursements consistent.
- The "Mileage Sheet" is to be used as your "map/receipt" when using the figures provided.
- Any other travel will be calculated by applying the kilometer rate to the actual driving distance by using the most direct route and will rely on www.google.ca/maps.
- It is the employee's responsibility to provide address to address distance documentation from Google Maps.
- It is the employee's responsibility to ensure their mileage is in accordance with the college's guidelines for reimbursement as outlined in Policy 9400. The Mileage Reimbursement/Log will be disclosed to the CRA in the event of an audit.

Vehicle Rental

- Approved in Province vendors: [Link](#)
- Rentals are subject to PST, GST, PVRT tax of approx. \$1.50 per day.
- The college is under no obligation to reimburse employees for any damages that result from the employee's failure to follow the insurance coverage guidelines.
- Do not accept or demand an alternate or special rate even if it appears more cost effective.
- Do not purchase the personal accident coverage or additional coverage offered by the rental company (CDW, LDW, or PAI), as work-related accidents are covered by WorkSafeBC – *Other rules apply when renting a vehicle out of province and out of country - confirm conditions with Finance department.*
- Obtain prior approval for the rental as part of the travel advance request/expense report process.
- The College is under no obligation to reimburse employees for any damages that result from the employee's failure to follow the insurance coverage guidelines

Personal Reward Points

- Use of personal reward points is discouraged.
- Reimbursement cannot be claimed for air travel, rental cars, or accommodations purchased with personal points.
- We will not reimburse "equivalent" for discounts obtained through usage of personal reward points.