

# TRAVEL GUIDE

## CHECKLIST: BEFORE YOU GO

- Consult college travel policy (Policy 9400) via [my.selkirk.ca](http://my.selkirk.ca)
- Obtain itinerary / event information.
- Submit a Travel Request through Unit4.

## ONCE APPROVED:

- Save copy of airfare details (even if you are driving for airfare equivalency) – Needs to be done in Advance of travel.
- Book accommodation under Government Rates.  
*- Travelling employees are responsible for cancelling 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 at fault.*

## UPON YOUR RETURN:

- Complete Travel Single Destination or Multiple Destination Expense Claim on Unit4.
- Scan and include all Original Receipts.  
*- Proof of accommodation costs, consisting of an original copy of a credit card receipt and a hotel receipt showing a zero balance, are to be included.*
- Submit within 5 working days of your return.  
*- Reimbursements will be made for approved expenditures up to 10% above the amount advanced. When claims are submitted that exceed the original advance by more than 10%, additional approval from the appropriate approving manager is required.*

## THINGS TO KNOW

### Per Diem Rates

NORTH AMERICA, EXCLUDING MEXICO

(Auto-calculated based on dates & times reported in system)

Breakfast: \$14; Lunch: \$18; Dinner: \$28.

OUTSIDE NORTH AMERICA

[http://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng)

### Mileage

- Rate: \$.61/KM
- Mileage cannot be claimed when using a college vehicle.
- Regularly used locations distance calculations are provided by Finance in the Mileage Distance Calculations Form and will be used to keep reimbursements consistent.

- 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](http://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

- Check the CSA website for approved vendors before you rent a vehicle.
- Provide the appropriate corporate ID Number when requesting a vehicle; the rental outlet is not responsible for the provision of this number.
- 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 these conditions with the Finance Department.
- Obtain prior approval for the rental as part of the travel advance request/expense report process.
- 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.

### Accommodation and Mode of Travel

- Use of personal point awards is discouraged. Reimbursements cannot be claimed for air tickets, rental cars, or accommodations purchased with personal points.

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## RESOURCES

### Flights

Fly from where available (Vancouver, Victoria, Calgary, etc.)

Domestic: Direct Travel / [www.aircanada.com](http://www.aircanada.com)

International: Direct Travel – Call for International Travel

### Car Rental

Corporate ID Numbers: <http://pss.gov.bc.ca/csa/csa.html>

Selkirk College Approved Providers: <http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals/in-province>

## Accommodation

To obtain Provincial Government Rate:

<http://csa.pss.gov.bc.ca/businesstravel/>

Outside North America:

[http://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng)

## SUPPORTING FORMS

1. [Mileage Distance Calculations](#)

## NOTES: