

CHECKLIST: BEFORE YOU GO

- Consult College travel policy (Policy 9400) via 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: \$12; Lunch: \$15; Dinner: \$25.

OUTSIDE NORTH AMERICA

http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

Mileage

- Rate: \$.50/KM
- Automobile allowance rate for outside geographical region: \$.16/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. 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.

RESOURCES

Flights

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

Domestic: Direct Travel / 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

SUPPORTING FORMS

1. [Mileage Distance Calculations](#)

NOTES: