



## **FINANCE**

# **Expense Reimbursement F006**

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### **POLICY**

The College reimburses employees for reasonable college business related expenditures incurred by employees on behalf of the college.

### **PURPOSE**

The purpose of this policy is to establish good management practices and principles related to employee reimbursement of incurred college related expenses.

### **SCOPE**

This policy applies to all those who provide work or services to Southeast College whether in a paid or unpaid capacity.

### **STANDARDS**

- Only authorized college business related expenditures shall be reimbursed
- Any travel between the employee's residence and "assigned location of work" as indicated in the offer of employment will be at the employee's expense.
- The college reserves the right to refuse, in whole or in part, claims for expense reimbursement.
- It is the supervisor's responsibility to ensure all policy standards, guidelines and procedures are being followed prior to approving any employee expense claim.

### **GUIDELINES**

- Employees must conduct College related travel in an effective and efficient manner.
  - Unnecessary expenditures related to travel are to be avoided.
  - Whenever possible, travel shall be arranged to take advantage of the least expensive travel modes, excursion fares and the joint use of vehicles by two or more persons.
- Reimbursement is based on reasonable and actual out-of-pocket expenses only.
  - The amount of reimbursement may not exceed the actual out-of-pocket expense.
  - Expenses that have been incurred or reimbursed by another party may not be claimed again for reimbursement from the college.

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## Finance Expense Reimbursement F006

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- The costs of hotels, sustenance, allowable incidental expenses and any necessary use of personal vehicle, which are incurred while an employee is traveling on college business, will be reimbursed in accordance with the Saskatchewan Public Service Commission schedules.
  - Meal claims are not allowed if meals are provided as part of a meeting or function.
  - Total incidental expenses such as taxis, parking and storage of vehicles of more than ten (10) dollars per day require receipts.
- Meal allowance(s) may be claimed for
  - Breakfast: If the time of departure from home office is before 7:00am and the time of return is after 8:30am.
  - Dinner: If the time of departure from home office is before 11:00am and the time of return is after 1:30pm.
  - Supper: If the time of departure from home office is before 5:30pm and the time of return is after 7:00pm.
- For hotel/motel bookings, first preference will be given to those hotels which provide reasonable government/regional college rates and which are within convenient proximity of the employee's business destination.
  - Employees are expected to request the government/regional college rate and to seek accommodation in the least expensive rooms of the hotel/motel they have chosen.
  - Where appropriate, double accommodation should be booked whenever two employees are traveling to the same community (staff conference).
- The following expenses are ineligible for reimbursement:
  - Service charges related to the late payment of personal credit card charges are the sole responsibility of the claimant and are not the responsibility of the college.
  - Charges related to fines and or court costs related to parking, and traffic related offences are not allowable expenses.
  - Additional costs for travelling with a companion, making voluntary changes to existing travel arrangements, 'no show' charges unless incurred as a result of business related circumstances or extenuating personal circumstances, and unused or lost tickets are not reimbursable.
  - Expenses related to attendance at political fundraising events will not be reimbursed.
- All management employees are expected to have a reasonable presence in all the campuses. In scope staff have priority access to Fleet vehicles therefore the College requires management employees to use their personal vehicle for business purposes when they do not have access to a Fleet vehicle.
  - For making their personal vehicles available on a regular basis, all management employees will be paid a Basic Vehicle Allowance of \$60 per month. This vehicle allowance includes compensation for in-town travel by the recipient.
    - The Basic Vehicle Allowance is a taxable benefit.
  - Employees receiving a Basic Vehicle Allowance shall also be compensated for business related travel based at the current Public Service Commission Policy per kilometer rates.
- Any expense reimbursement processed in error, discovered by an audit or any other means, shall be paid back to the College by the claimant.
- It is expected that claims for the reimbursement of expenses will usually be submitted at least quarterly, and within five working days at fiscal year-end.

## PROCEDURE

### Claimants:

- Obtain appropriate approvals as necessary before a reimbursable expense is incurred
- Submit expense claims for reimbursement when eligible costs have been incurred
  - Include relevant receipts and documentation with claim form
    - If supporting evidence is unavailable, provide an adequate written explanation to the Approver for assessment
- Forward approved claim form to the A/P clerk in the Finance department.
- When assessed, remit over-payments to the college, where applicable.

### Approvers

- Verify expense claims are submitted in accordance with policy
- Authorize reimbursement of reasonable, necessary business related expenditures

### Finance

- Verify that the claim adds correctly;
- Verify the claim has been properly authorized by the Approver and the Approver's supervisor, if applicable;
- Verify the appropriateness of the general ledger account codes;
- Verify mileage information, if applicable, to ensure the proper mileage rate has been used in accordance with government regulations;
- Match receipts to the amounts claimed; and,
- Assess overall consistency with college policy.

## QUESTIONS

Vice President of Corporate Services or delegate

## RESPONSIBILITIES

Vice President of Corporate Services or delegate: develop, maintain, and implement procedures that comply with and achieve the objectives of this policy.

## REFERENCES

Board Charter  
Fleet Vehicle Usage F011  
Public Service Commission Current Rate Schedule  
Travel Claim Form

Effective Date: September 13, 2016  
Date last reviewed: September 13, 2016  
Scheduled review date: 2019  
Approved by: Executive Management