

Policy Name	TRAVEL AND ACCOMODATIONS		
Policy #	706	Category	700: HUMAN RESOURCES
Steward	Director, Human Resources	Date Approved	December 13, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College (The College) recognizes the need for staff to travel for college business or incur business expenses in the performance of their academic or administrative duties.

The purpose of this policy is to establish criteria and maintain appropriate financial controls for accountability to ensure that travel charged to funds administered by the College have been authorized in advance, is fully documented, and that the related expenses are in compliance with the expenditure procedures and guidelines.

PRINCIPLES

1. Employees must conduct College related travel in an effective and efficient manner. Unnecessary expenditures related to travel are to be avoided.
2. Approval for travel must be obtained prior to the travel, either by your normal job requirements, or directly from your supervisor and it has been confirmed that sufficient funds are in place in a budget to which the claimant has access.
3. As a publicly funded institution, the College is accountable for its actions, for effective and efficient stewardship of its resources and for ensuring that these resources are deployed or leveraged in the best way possible.
4. Whenever possible, trips must be arranged to take advantage of the least expensive travel modes, excursion fares, and joint use of vehicles by two or more persons.
5. The College does not pay for any expenses which were not real and actual expenses. All mileage claims must be actual miles traveled occurring as a result of travel assigned and required by the duties and responsibilities of the position.
6. The cost 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 (PSC) schedules (Appendix A). Meal claims are not allowed if meals are provided as part of a meeting or function.

7. Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be charged to any funds that are administered by the college.
8. Out of province travel must receive approval in accordance with the Management Authorities Grid.
9. Central Vehicle Agency (CVA) or College-owned vehicles are expected to be used by persons authorized by the College and meeting applicable insurance requirements, when available. Employees using personal vehicles in the event no CVA / College-owned vehicles are available, shall be reimbursed as per PSC rates. If a College-owned vehicle is available, personal mileage will not be reimbursed.
10. In-scope staff has priority in booking College-owned vehicles.
11. College-owned vehicles should be booked as far in advance as possible.
12. Trips should be planned for a duration that covers all meetings and functions but cannot be extended over a weekend after such obligations end, at the College's expense.
13. In the event a vehicle is not available at your assigned location of work, a vehicle may be booked from another campus location. Also, in the event you choose to use a College-owned vehicle from your home location vs your work location, personal mileage will be assessed between the two locations.

SCOPE

This policy applies to all Suncrest College employees.

DEFINITIONS

N/A

PROCEDURES

1. Upon the employee's return, an expense claim form shall be completed with relevant receipts and documentation based on the below guidelines and submitted to their direct supervisor.
2. The supervisor will review all claims to ensure compliance with travel procedures. Approved expense claim forms will be submitted to finance for processing.
3. Expenses must adhere to PSC rates.

Meals:

- No claim for a meal allowance may be made for:
 - i) Breakfast, if departure is later than 7:30 a.m. or the return is earlier than 8:30 a.m.
 - ii) Dinner, if departure is later than 11:30 a.m. or the return is earlier than 12:30 p.m.
 - iii) Supper, if departure is later than 5:30 p.m. or the return is earlier than 6:30 p.m.

Accommodations:

- For hotel/motel bookings, first preference will be given to those hotels which provide reasonable government rates, and which are within convenient proximity to the location of the employee's business destination. Employees are expected to seek accommodation in the least expensive rooms of the hotel/motel they have chosen.
- When an employee is working away from their home location and stays in a private residence other than one's own, reimbursement will be provided in accordance to PSC rates. Reimbursement will not be provided to an employee at any time when staying in their own private residence regardless of work headquarters.

Mileage:

- Mileage is computed from the employee's base location as indicated in the offer of employment. It is expected that any travel between the employee's residence and base location of work will be at the employee's expenses. In the event an employee is required to attend a work function or required to work in their home community, the employee will not be compensated for mileage between the assigned locale and home community, nor will they be compensated for time.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

- Saskatchewan Regional Colleges Collective Bargaining Agreement

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- [Government of Saskatchewan Public Service Commission – Travel Allowance](#)
- CVA /College vehicle policy
- International Travel Policy