

3.1.7 Reimbursement of Expenses

1. The FSA reimburses travel and other expenses personally incurred by Association staff, Directors, members, and the Executive Director (collectively, “expense claimants”) when those expenses are as a result of Association business.
 - 1.1. This policy does not cover reimbursement of professional development expenses incurred by unionized Association staff under Article 23 of the CUPE Collective Agreement.
2. Expense claimants are individually responsible for applying for reimbursement and for providing all required documentation to support their claim.
3. The FSA will reimburse expenses promptly. Where a problem with provided documentation might prevent or delay reimbursement, the FSA will contact the expense claimant and attempt to resolve this problem as soon as possible.
4. Receipts
 - 4.1. Except where specified below, an expense claimant must include all available original receipts in their expense claim.
 - 4.2. A printed electronic receipt received for an online purchase will be considered to be an original receipt.
 - 4.3. When no receipt was received or a receipt was lost or damaged, expense claimants may instead submit other proof of the expense (such as a copy of their bank or credit card statement with the charge included) and a short explanation of why a receipt has not been included in the claim. Reimbursement is not guaranteed without proof.
5. Expense and Travel Pre-approval
 - 5.1. Pre-approval for expenses is required when:
 - 5.1.1. Expenses are reasonably expected to exceed \$250 for any individual event or item,
 - 5.1.2. The expenses will be incurred due to travel, regardless of destination, or
 - 5.1.3. The expense claimant is an FSA member who is not also a Director.
 - 5.2. When pre-approval is required:
 - 5.2.4. Staff should submit their request to the Executive Director,
 - 5.2.5. FSA members, Directors and the Executive Director should submit their request to the President, and

5.2.6. The President should submit their request to the Treasurer.

5.3. Expense claimants must use the form in Appendix A when seeking pre-approval.

6. Advances

6.1. Expense claimants who have received pre-approval for an expected expense may request an advance of up to the full estimated amount.

6.2. Expense claimants may request an advance by contacting the Treasurer, Executive Director, or President no later than ten working days before the expense is expected to be incurred.

7. When the travel is to the United States, the amounts listed below will be calculated in \$US.

8. Accommodation

8.1. When travelling to conferences and/or meetings on behalf of the Faculty & Staff Association, expense claimants may claim the costs of suitable, single, hotel accommodation in the hotel serving as the site of the meeting or conference.

8.2. Where an expense claimant chooses an alternative to that hotel, reimbursement shall not exceed the costs of the conference site hotel.

8.3. Where an expense claimant chooses to stay in private housing (i.e., with friends) a claim may be made for \$50 per day to provide a "host" gift or meal. This claim does not require a receipt.

9. Per Diem Costs

9.1. Individuals may claim either:

9.1.7. The per diem amount contained in the BCIT Travel Policy and Procedures in effect at the time of travel, in which case receipts are not required, or,

9.1.8. Reasonable daily expenses for meals, tips, and incidentals, in which case receipts are required to substantiate the amounts claimed.

10. Networking Costs

10.1. Expense claimants may claim expenses for networking with contacts at conferences and/or meetings, to maximum of \$40 per personal contact per day.

10.2. Expense claimants must include a brief explanation of the nature of the discussion or business transacted and the name and position of the contacts involved when claiming networking costs.

11. Travel Costs

11.1. Mileage costs will be calculated using the rates in the BCIT Travel Policy in effect at the time of travel.

- 11.2. If travelling by car, expense claimants may claim mileage costs. When more than one individual is travelling in the same car, only one mileage claim will be paid.
 - 11.3. When travelling by air, ferry, or rail from the lower mainland, expense claimants may claim either:
 - 11.3.1. The cost of transportation to and from the airport, ferry terminal, or train station by taxi, airport limousine or shuttle, or public transit; or
 - 11.3.2. Mileage costs for driving to and from the airport, ferry terminal, or train station plus the cost of parking there during the travel period.
 - 11.4. For transportation costs incurred at the travel destination, expense claimants may claim either:
 - 11.4.1. The cost of taxi, carshare, airport or hotel limousines or shuttle, public transit, etc.; or
 - 11.4.2. The costs of a car rental when reasonably anticipated local transportation costs during the period of the stay would likely exceed the cost of a rental car.
 - 11.5. When travelling to a destination that would ordinarily be reached by air travel, expense claimants may choose to use an alternate method of travel, such as train, sea vessel, car, etc. Expense claimants may claim the costs of their alternate travel method up to the value of economy class airfare.
 - 11.6. Expense claimants may claim reasonable costs of a daily call home to family dependents, spouse, partner, etc.
 - 11.7. Expense claimants may claim reasonable costs for internet access. In order to claim this expense, expense claimants must include the intended method of access (i.e., hotel wifi, local data plan, roaming plan, etc.) and estimated costs in their pre-approval request.
12. Dependent Care Costs
- 12.1. Expense claimants may claim the reasonable costs for the provision of dependent care when required to perform Faculty & Staff Association duties outside of normal business hours.

Appendix A - Travel Expense Estimate Form

Date:	
Name:	
Destination:	
Purpose:	
Travel Dates:	
Total Days Away:	
ANTICIPATED COSTS	
Cost Description	Estimated Cost
Conference Registration Fees:	
Ticket Cost <input type="checkbox"/> Air <input type="checkbox"/> Ferry <input type="checkbox"/> Train <input type="checkbox"/> Other: Click here to enter text.	
Travel by car: <input type="checkbox"/> Personal Car* – anticipated mileage: Click here to enter text. Km <small>*for estimated cost use mileage rates in BCIT Travel Policy in effect at the time of travel</small> <input type="checkbox"/> Rental Car – include total costs (rental, mileage, insurance and fuel) Name of travel colleague if travelling together: Click here to enter text.	
Accommodation:	
Meals:	
Parking:	
Miscellaneous incidentals (list below): Click here to enter text. Click here to enter text. Click here to enter text. Click here to enter text.	
ESTIMATED TOTAL COST	
Advance Requested: <input type="checkbox"/> Yes – enter amount Click here to enter text. <input type="checkbox"/> No	

Where actual expenses are less than travel advanced received, I hereby agree to repay the difference within seven days of my return.

Signature: _____

Revision History

Date	Revision (Brief description)
April 2018	Minor change to definition of expense claimants and necessary related changes.
October 2016	Policy reviewed and minor changes made. Form updated.
December 2014	Formatted into branded policy template. No changes to content.
December 2010	Reformatted and reapproved by Executive
May 1996	Incorporated 3.1.9 Out of Town Travel Expenses and minor re-wording.
March 1995	Initial approval