

## Preamble

In accordance with section 3 (15) (a) of the College Pension Plan Joint Trust Agreement (JTA), and for persons appointed, under section 5(5)(c) of the JTA the College Pension Board of Trustees (Board) may pay from the Pension Fund an allowance for reasonable travel and other expenses necessarily incurred by a trustee in carrying out the business of the board. The objective of this policy is to ensure the most cost-effective means of travel and promote economy and efficiency in the expenditure of pension funds for trustee travel.

The following are allowable travel expenses for trustees who are traveling for board business. The rates are consistent with the rates for Group II government employees as set by Treasury Board. Receipts, including proof of payment, are not required unless otherwise noted.

## Meal Allowances

<b>Meal Description</b>	<b>Rate</b>	
Breakfast	\$22.00	Can be claimed if travel starts before 7 a.m. or ends after 7 a.m.
Lunch	\$22.00	Can be claimed if travel starts before 12 noon or ends after 12 noon
Dinner	\$28.50	Can be claimed if travel starts before 6 p.m. or ends after 6 p.m.
No meal claimed	\$14.00	Intended for incidentals when no meals are claimed

A meal allowance cannot be claimed if a meal is provided. Incidental expenses are included in the meal allowance and can only be claimed if no meals are claimed.

## Miscellaneous Travel Expenses

Laundry, gratuities, portage and personal phone calls cannot be claimed. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can be claimed if supported by original receipts.

## Private Vehicle Expenses

The reimbursement for mileage is \$0.53 per kilometer. The rate can be claimed when using a private vehicle for travel. The reimbursement rate is intended to cover the cost of gas, maintenance and depreciation.

## Public Transit, Taxis and Parking

Public Transit, taxi and parking charges will be reimbursed if original receipts are provided.

## Car Rentals

Car rental expenses will be reimbursed if receipts are provided. Where possible, trustees are encouraged to ask for the corporate or government rate.

Trustees are also encouraged to purchase personal accident insurance but it will not be reimbursed. Collision/loss damage waiver will be reimbursed.

## Accommodation

Hotel and motel charges will be reimbursed if receipts are provided. Trustees are encouraged to ask for and use the government rate whenever possible.

Private lodging (e.g. staying with friends or family) will be reimbursed at \$30.75 per night. Receipts are not required.

## Airfare/Ferry

Airfare (economy only), highway tolls and ferry charges will be reimbursed if receipts are provided.

Bonus points earned on flights for board related travel must be used for future board travel and not for personal use.

## Out-of-Province Travel

When trustees travel out-of-province, prior College Pension Board of Trustees approval may be required. Refer to the Trustee Education Policy for details.

## Child Care Expenses

Trustees may be reimbursed for additional child care expenses to a maximum of \$50 per day. "Additional" means incremental child care expenses necessary for the trustee to fulfill his/her duties over and above the child care costs that would have been incurred anyway. Additional child care expenses will not be reimbursed if there is someone in the trustee's home who can provide the child care. Original receipts signed by the caregiver/agency are required showing the date(s) being charged, the hourly rate of pay, total hours of care provided, the caregiver/agency name and the total hours being charged. This expense is a taxable benefit and a T4A will be issued to the trustee.

## Foreign Exchange

Claims/allowance for expenses paid in foreign currency will be reimbursed in Canadian dollars. Actual exchange rates charged on attached supporting documentation (e.g. travel credit card statements, currency exchange slips) should be used if available.

**Approved:** December 10-11, 2018

**Effective:** January 1, 2019