

Preamble

In accordance with section 5.11 of the *College Pension Plan Joint Trust Agreement* (JTA), and for persons appointed, under section 7.5 (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 British Columbia Government employees as amended from time to time by Treasury Board.

Meal Allowances

Meal Description	Rate	
Breakfast	\$25.00	Can be claimed if travel starts before 7 a.m. or ends after 7 a.m.
Lunch	\$25.00	Can be claimed if travel starts before 12 noon or ends after 12 noon
Dinner	\$34.50	Can be claimed if travel starts before 6 p.m. or ends after 6 p.m.
No meal claimed	\$15.00	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 \$0.61 per kilometer. The rate can be claimed when using a private vehicle for travel. The reimbursement rate is intended to cover the cost of fuel, maintenance and depreciation.

Public Transit, Taxis and Parking

Public Transit, taxi and parking charges will be reimbursed if original receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

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 renting vehicles using the Province's Daily Vehicle Rental Corporate Supply Arrangement (CSA), regardless of the form of payment (corporate travel card, purchasing card, invoice, cash), must not purchase any additional insurance (collision, personal, accident, etc.). This is because all required insurance is included for in-province travel in vehicles rented under the CSA.

Vehicle rental companies holding a supply arrangement as described above are as follows: Avis Rent a Car Systems Inc., Budget Rent a Car of Canada Ltd., Enterprise Rent-A-Car Canada Ltd., Hertz Canada Ltd., National Car Rental (Canada) Inc., Ron Ridley Rentals Ltd.

Trustees using the corporate travel card must not purchase the Collision Damage Waiver option, as this is covered under the travel card. **However, employees renting a vehicle outside of BC and not using the corporate travel card must purchase the Collision Damage Waiver option.**

Trustees not using the CSA are encouraged to purchase personal accident insurance but it will not be reimbursed. Collision/loss damage waiver will be reimbursed only when renting from one of the above companies located outside BC; or when renting from any other firm (both within and outside of BC).

More information on the Government of British Columbia's Daily Vehicle Rentals is found on the website: <https://www2.gov.bc.ca/gov/content/home>

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. Refer to: <http://csa.pss.gov.bc.ca/businesstravel/> for current government rates for hotels in the area you will be travelling to.

Private lodging (e.g. staying with friends or family) will be reimbursed at \$37.29 per night. Receipts are not required.

Airfare/Ferry

Airfare, highway tolls and ferry charges will be reimbursed if receipts are provided. The most economical airfare for air travel is required.

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 \$60 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.

When a travel credit card exchange rate documentation is not attached, the Pension Board Secretariat will convert to Canadian funds using the currency converter at: www.oanda.com/currency/historical-rates-classic to obtain average historical exchange rates for currency pairs, using the “typical credit card rate plus 3%” parameter, for the date range of the business event. (NOTE: This method is consistent with Treasury Board policy.)

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