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## College Policy Changes: **JUNE 2024**

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### College Policy Manual Changes for June 13, 2024

#### **C104 Business Expense Reimbursement** *(formerly called Expense Reimbursement)*

Amended: May 14, 2024

**Effective: September 5, 2023** **\*\*retroactive\*\***

- Personal Vehicle Usage kilometer reimbursement rates – see addenda
  - Prior approvals for Travel
    - Employees travelling within Ontario should communicate with their supervisors in advance
    - Travel within Canada (outside Ontario) must be approved by the Vice President in advance
    - International travel must be approved by the Vice-President in advance
      - ✚ You may be reimbursed in advance for the cost of visa fees plus the cost of immunizations and medications, if necessary. The cost of acquiring a passport is not reimbursable.
  - Standard options for travel
    - Airplane: Economy (coach) class
    - Train: Coach class economy fare
    - Rental Vehicle: a compact or intermediate model or its equivalent is to be the norm
  - Meal reimbursement
    - rates -see addenda
    - meal for a group - expenses for a group can only be claimed by the most senior person present
    - Per diem meal reimbursement for International Travel Only
  - Clarity on the definition of “Hospitality”
    - Functions involving only people who work for the College, other BPS agencies and provincial ministries and agencies are not considered hospitality.
    - Hospitality does not include office social events, farewell/retirement events, baby showers, staff holiday parties/lunches, flowers, donations, gifts/gift cards, or memorials. These expenses will not be reimbursed.
  - Expense claim submission
    - Timeline – “within 30 days after incurring expenses, and within two days after fiscal year-end”
    - Original itemized receipts are required for all expenses claimed except mileage claims and when meal reimbursement is on a per diem basis
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**COLLEGE POLICY CHANGES**

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- Alcohol Expenses
  - Prior approval of the President is required regarding the service of alcoholic beverages at a hospitality event.
  - Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place.

**TOR42 eLearning Steering Committee**

New: June 5, 2024

The purpose of this committee is to make recommendations to the Senior Vice-President, Academic to align departmental work plans with the College's framework for online and blended learning.

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