



Interior Health Authority

Travel User Guide

August

2022

This User Guide is a supplement to AP0300 Travel Expense Policy. It provides detailed procedures for IH staff on traveling for business purposes. It defines eligible expenses, current policy limits, required approvals, and processes to submit claims and receive reimbursement.

Please seek clarification from your manager prior to travel if you have any questions or concerns.



Interior Health

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1. Travel Planning

1.1. Obtaining Approval to Travel

- a) If a traveler is uncertain about what costs are appropriate under the Travel Policy, they should consult with their manager prior to travel. In the absence of approval from the appropriate signing authority, Travel Expense claims may be denied.
- b) Prior approval for out-of-country travel must be provided by the Vice-President responsible for the relevant portfolio.

1.2. Travel Advances

- a) A Travel Advance may be granted to employees when approved travel expenses cannot be charged to a corporate credit card or billed directly to IH, and out-of-pocket Travel Expenses are estimated to exceed \$500 using the travel limits set out in this guide.
- b) To obtain a travel advance, employees must complete the top section of the [TEER](#) form; obtain appropriate approval; and submit the completed form to Accounts Payable at least 10 days in advance of travel and no more than 30 days in advance of travel.
- c) Employees who receive a travel advance must complete a TEER form, attaching all detailed original receipts within 30 days after travel. The completed TEER form must be approved by an appropriate signing authority and then must be forwarded to Accounts Payable to reconcile the advance.
- d) If the amount of the advance exceeds the actual cost of travel, the Eligible Individual will provide repayment of the excess to Accounts Payable along with the completed TEER form within 30 days of the conclusion of travel. Employees may repay the excess with a cheque or via payroll deduction.
- e) If the amount of the advance is less than the actual cost of travel, Accounts Payable will reimburse the employee for the difference through Payroll.

1.3. Booking Travel

- a) When planning travel, Eligible Individuals are encouraged to minimize expenses by:
 - using videoconference or teleconference when possible;
 - taking into consideration the cost effectiveness of the travel (in terms of both time and expense);
 - choosing most economical and appropriate vehicle as per section 2.3 of this Guide
 - coordinating travel arrangements and car-pooling when more than one person from the same area is travelling to the same destination (including sharing taxis at destination and shuttle buses from/to airport); and
 - always asking for the current corporate or BC Government rate.

- b) The Eligible Individual should become familiar with the limitations on reimbursable amounts as defined within this User Guide prior to booking any travel.
- c) Appropriate insurance coverage is the responsibility of the Eligible Individual. Additional information regarding insurance is provided in the following sections based on specific type of travel required.
- d) Additional guidance, including links to approved travel providers, can be found on the Travel page on the InsideNet or within the Quick Reference Guide at the end of this document.

1.4. Combining Business and Personal Travel

- a) Travel costs for trips where business and personal elements are combined must be allocated on an equitable basis between business and personal portions. It is the responsibility of the Eligible Individual to determine the appropriate allocation methodology with their manager prior to travel, and to document the rationale supporting the fairness of the allocation.
- b) Personal travel in corporate vehicles is not permitted as per AQ1101 – Responsibility Code for Use of Interior Health Fleet Vehicles.
- c) When applicable, estimates for the business portion of the cost of a combined business/personal trip should be calculated by comparing the combined ticket against a best-rate quote of a business-only ticket that would have been available at the time of booking the combined ticket.

2. Incurring Expenses

Eligible Individuals shall ensure they are familiar with the policy [AP0300](#) Travel Expense before incurring expenses for approved business travel. All expenses incurred must be reflective of IH's responsible stewardship of taxpayer dollars.

2.1. Determining Eligibility of Expenses

- a) Eligible Travel Expenses include, but are not limited to meals, accommodation, and transportation in accordance with this policy. Special limitations apply to each type of Travel Expense. The Eligible Individual is responsible to be aware of those limitations.
- b) Where an expense is not specifically listed, the Eligible Individual and Approver are to exercise sound judgment in determining eligibility. Following are examples of eligible expenses:
 - vehicle mileage when personally-owned vehicle is used for business travel (unless vehicle allowance is provided);
 - business-related parking costs at locations other than Eligible Individual's principal work site(s);
 - rental vehicles;
 - fuel costs or electrical charging fees for rental vehicles;
 - reasonable cost of meals (see Quick Reference Guide for limitations);
 - accommodations (see Quick Reference Guide for limitations);
 - air fare, including taxes, basic baggage fees, and airport improvement fees;

- taxi fare;
 - excess baggage charges, when extra equipment is required because of duties being performed;
 - highway tolls and ferry fees;
 - charges for electronic communication related to IH business;
 - charges for business-related phone calls;
 - one personal long distance call for each consecutive 24 hour period of absence;
 - laundry and dry cleaning expenses incurred after four(4) consecutive nights' absence;
 - transit fees (eg. train, bus, airport bus);
 - internet connectivity in hotel, airplanes or other public places (when free options are not available);
 - the expenses of travel medical insurance purchased for travel outside of Canada (see also Section 2.7(c));
 - travel immunizations (if required);
 - expenses within policy limits for a guest accompanying an Eligible Individual where a written invitation has been extended to include a guest, or when the guest is attending a pre-retirement or awards function for the Eligible Individual. Appropriate approvals must be obtained in advance; and
 - foreign medical expenses allowed under Section 3.3 of AP0300 Travel Expense policy.
- c) Examples of ineligible expenses include, but are not limited to:
- interest charges on outstanding credit card balances;
 - entertainment costs;
 - spa and fitness centre expenses;
 - traffic and parking fines; towing/impoundment fees (whether for corporate, rental or personally-owned vehicles);
 - alcoholic beverages or recreational drugs (charges including proportionate tax and gratuity must be deducted from any meal receipts);
 - in-room amenities not included in the cost of the room (e.g. mini bar);
 - loss of money or personal effects;
 - expenses resulting from failure to cancel transportation or hotel arrangements, except in extenuating circumstances;
 - voluntary additional days beyond the business purpose of the trip;
 - valet parking charges;
 - flight seat reservation/selection charges (unless paid seat selection is required to ensure a seat on the flight);
 - flight cancellation insurance in excess of amounts outlined in Section 2.4(b) of this guide;
 - expenses related to family or friends accompanying IH employees on business travel (except as set out in “eligible expenses” in Section 2.1(b) 19);

- fuel costs or electrical charging fees for travel using personal vehicle (fuel and charging costs are included in the kilometer rate used for reimbursement of Travel Expenses related to a personal vehicle); and
- expenses not submitted within the time requirements set out in 3.4.8 of the AP0300 Travel Expense policy.

2.2. Maintaining Receipts and Other Documentation

- Detailed itemized receipts (not credit card slips or statements) must be submitted with the TEER form and/or corporate credit card monthly statement in support of all expenses claimed unless specifically noted within this Travel User Guide.
- When electronic copies of receipts are submitted to support an expense claim, the Eligible Individual must retain the original receipts for 18 months and must provide them upon request.
- If every effort has been made to obtain a detailed itemized receipt but one is not available, the individual must provide a written statement attesting to the following:
 - the expense was incurred and related to IH business;
 - the expense has not been claimed previously;
 - the expense is compliant with IH policies and contains no prohibited costs (eg. alcohol);
 - the circumstances as to why the receipt is missing; and
 - any other support available (e.g. credit card statement).
- The annual accumulated total of missing receipts referred to in (c) above is limited to \$200 per year and each attestation must be signed by the individual submitting the claim and the Approver.
- Additional information is required when the TEER report/Corporate Credit Card monthly submission is completed, including the names of individuals covered by the receipt and a description and rationale for the expense (see also “Claiming Expenses”).
- Eligible Individuals who have received approval from their Vice President to exceed the meal limits set out in Quick Reference Guide must submit evidence of Vice President approval with their TEER form and/or corporate credit card monthly submission.
- No receipt is required when claiming:
 - the private accommodation per diem in lieu of hotel accommodation charges for overnight travel;
 - mileage reimbursement;
 - parking tolls less than \$5.00; and
 - meals less than \$5.00.

These expenses will not be considered in the \$200 limit outlined in Section 2.2(c) above.

2.3. Automobile Travel

- General
 - Use air travel when the total cost of flights is less than the use of rental or personal vehicle, or when travel time is an issue or concern.

2. If automobile travel is appropriate, the most economical choice is typically a corporate vehicle, followed by a rental vehicle, followed by a personal vehicle.
 3. It is the Eligible Individual's responsibility to ensure appropriate insurance is provided, based on the type of vehicle used.
- b) Corporate fleet vehicles are available at a number of our facilities, for use by employees travelling on work-related business. IH employees based at facilities where corporate vehicles are located are expected to use them for IH business when available. Rental or personal vehicles are only to be used if an IH vehicle is not available.
1. [AQ1101](#) Responsibility Code for Use of Interior Health Authority Vehicles is the policy that addresses all matters related to corporate vehicles including:
 2. More information is available about [Fleet Vehicles](#) on the InsideNet.
 3. In accordance with AQ1101, only Authorized Drivers on business travel shall drive IH corporate vehicles.
- c) Rental Vehicles
1. When a rental vehicle is determined to be appropriate, Eligible Individuals are encouraged to choose vendors who are contracted under the BC Provincial Government Rental Agreement. A link to the list of Government approved Car Rental Agencies can be found on the Travel page on the InsideNet or within Quick Reference Guide of this Travel User Guide.
 2. Hybrid or electric vehicles are recommended if the additional rental cost would be saved on the estimated fuel costs for the trip. Travelers should seek fuel efficient compact cars when practical.
 3. Where the vendor is unable to provide a fully winterized vehicle, including winter tires on their rental vehicles when required by weather conditions, the employee should exercise judgment as to the use of the rental vehicle.
 4. In order to avoid surcharges, individuals should re-fuel vehicles prior to returning the vehicle to the agency.
 5. Individuals renting vehicles under Provincial Government Rental Agreements with designated vendors should decline Collision Damage Waiver Insurance as it is automatically included. Individuals claiming Provincial Government rates should be prepared to produce identification of association with IH. Whenever possible, individuals should pay for rental vehicles with their corporate credit card as additional collision insurance is provided through the use of this card. Any questions regarding insurance should be directed to [Risk Management](#).
 6. Individuals renting vehicles outside of B.C. should inquire whether the rental agency has third party liability insurance. If the rental company does not have third party liability insurance, then this insurance should be purchased.
 7. Individuals making a claim against insurance should contact the IH Risk Management group for guidance on the process.
 8. Collision Damage Waiver Insurance relieves renters of financial responsibility if the car is damaged or stolen while under rental agreement.

9. Guests or family members accompanying IH employees on business travel may drive rental vehicles provided they are an appropriately licensed driver as per terms of the rental contract. Any additional cost related to adding non-IH drivers is the responsibility of the Eligible Individual.
- d) Personal Vehicle Use
1. Occasionally an Eligible Individual may use a private vehicle as an alternative to an appropriately equipped corporate vehicle or rental vehicle, or commercial air travel. In these cases, the individual's manager must provide prior approval (unless otherwise stated in an employment contract, offer letter or collective agreement) and the amount of reimbursement for use of the private vehicle is limited to the lesser of:
 - i. mileage allowance for private vehicle usage (see Quick Reference Guide);
 - ii. commercial airfare for Economy Class booked at least two weeks in advance of trip; or
 - iii. cost of renting a vehicle under Provincial Government Rental Agreements with designated vendors.

The [Personal Car vs Rental Car Calculator](#) on the Travel Page of the InsideNet is a tool for calculating the maximum reimbursement for use of personal vehicles. This tool also includes a reference listing distances between IH sites.

2. When all attempts made to reserve a corporate or rental vehicle are unsuccessful, or an individual has been bumped from their corporate vehicle reservation, then the use of a personal vehicle for business purposes will be reimbursed at the current mileage allowance rate in Quick Reference Guide.
3. When a method of reimbursement is stated in an employment contract, offer letter or collective agreement, no additional reimbursement shall be claimed.
4. When IH requires Eligible Individuals to use their personal vehicles to such an extent that it requires additional insurance coverage as identified by ICBC, it is the Eligible Individual's responsibility to secure such additional coverage. Use of a personal vehicle for IH-approved business is considered a requirement if the use is set out in the terms of a new or amended employment contract, collective agreement or letter of offer. IH will reimburse individuals for the premium differential.
 - The premium differential is defined as the difference between the required 'Business' rate and the 'Pleasure' or 'To and From Work' rate; both of which are calculated using the employee's Individual Driver Factor (not a Combined Driver Factor) .
 - A [Vehicle Insurance Application Package](#) must be completed. The packages are specific to each bargaining group and include: an application form and a TEER form to be completed by the eligible individual and signed by their cost center manager; a vehicle insurance rate comparison sheet to be completed and signed by ICBC or your

Insurance Agent which must agree with the purchased insurance agreement. Confirmation of actual payment must also accompany the reimbursement request.

- ICBC Basic Insurance provides \$200,000 third party liability. It is recommended that a minimum of \$2 million be purchased if using a personal vehicle for IH business travel within BC. Any questions regarding insurance coverage should be directed to Risk Management.
5. Distance traveled for business purposes does not include travel between the employee's designated worksite and home.
 6. When Eligible Individuals traveling for business purposes leave from or return to their home, the distance traveled is deemed to be the lesser of:
 - i. distance between employee's designated worksite and destination; or
 - ii. distance between home and destination.
 7. Mileage traveled shall be claimed based on the Mileage Tables found within the [Personal Car vs Rental Car Calculator](#) tool - see tabs titled *KM (Hospital to Hospital)* and *KM (Kelowna and Kamloops)*. Or mileage claimed can be calculate using Google maps or (similar application).

2.4. Air, Bus or Train Travel

- a) Air travel may be used only where other, less expensive forms of transportation are not possible or reasonable for the particular trip. Eligible Individuals are expected to manage the cost of travel using the following strategies:
 - Book Economy Class tickets and the most reasonable cost option for air, bus, or train travel,
 - Reasonable efforts should be made to secure the most practical routing and scheduling
 - Opt to book tickets directly through the airlines or internet to avoid travel agent surcharges.
 - Avoid last-minute booking as fares tend to increase close to the travel date.
 - Note that non-refundable tickets may not be the lowest cost option if there is a chance that flight itineraries may change.
- b) Standard flight cancellation insurance, where applicable and economically practical, shall also be covered. (Flight cancellation insurance is not considered economical where the cost exceeds ten (10) percent of the total value of the ticket cost including taxes, fees, and surcharges.) Additional personal flight insurance is at the discretion and expense of Eligible Individuals.
- c) Carbon Offsets should not be purchased by the Eligible Individual as these will be paid centrally by the organization to the Carbon Action Secretariat.
- d) Business-related bus or train travel will be reimbursed. The principles applied to air travel above, also apply to bus and train travel.

2.5. Meals

- a) Reasonable meal expenses will be reimbursed for expenses qualifying as Travel Expenses. Limitations on costs considered reasonable are set out in the Quick Reference Guide to this guide. As stated in AP0300 Section 3.7.4 any meal expense claimed in excess of the amounts outlined in Quick Reference Guide requires the approval of the relevant VP.
- b) Meal limits appear in the Quick Reference Guide and refer to maximum amounts reimbursable for actual meal expenses incurred including tax and gratuities. Meal expenses refers to the purchase of food or restaurant meals only.
- c) Gratuities shall not exceed 15% of post-tax total (excluding alcohol or cannabis).
- d) Expenses for alcoholic beverages and cannabis shall not be claimed.
- e) Eligibility for reimbursement of reasonable meal expenses on the day of departure and return is as follows:
 - a. Departure – if travel begins:
 - Prior to 7:00 a.m., all meals
 - After 7:00 a.m., lunch and dinner only
 - After 12:00 noon, dinner only
 - After 6:00 p.m., no meals can be claimed
 - b. Return – if travel terminates:
 - Prior to 7:00 a.m., no meals can be claimed
 - Prior to 12:00 noon, breakfast only
 - Prior to 6:00 p.m., breakfast and lunch only
 - After 6:00 p.m., all meals
- f) Eligible meal reimbursement rates can be combined as long as the **combined daily** total is not exceeded.
- g) Eligible Individuals will not submit claims for any meal that is included as part of another fee (ie. hotel), event (ie. conference or meeting), or other expense (shared meal paid for by someone else).

2.6. Accommodations

- a) IH will pay for hotel accommodations if the hotel is greater than or equal to 75 kilometers from the Eligible Individual's Designated IH worksite as defined in [AP0300](#). Considerations will be given for:
 - safety concerns such as unsafe weather or road conditions or after-hours travel; and
 - non-contract employees residing within boundaries of BC, outside IH region and traveling under 3.6 of [AU1300](#).
- b) IH will pay for best price hotel accommodations at a hotel close to the business site. Travelers should choose modest hotels that balance safety and comfort with the best price possible using the following guidelines:
 - Within BC, at BC Government approved rates
 - Outside BC and within Canada, at the Government of Canada approved rates.

- Out-of-country, reasonable market rate for modest accommodations at the destination.
 - Eligible Individuals attending meetings or conferences must seek best priced accommodations. This requirement is not waived to stay within the hotel hosting the meeting or conference.
- c) Eligible Individuals claiming government rates should be prepared to provide identification of association with IH.
 - d) Accommodation expenses above the rates identified in Section 2.6(b) require authorization from the Eligible Individual's Vice President. Each case will be considered against variables such as the urgency of the travel, current market conditions, and the availability of alternatives.
 - e) Listings of BC Government-approved Hotels, both within and outside BC, can be found on the Travel page on the InsideNet.
 - f) Government rates may apply outside of BC and should be requested whenever possible for out-of-province or out-of-country business travel.
 - g) Eligible Individuals choosing private accommodation while on IH business may claim a rate of \$30 per night in lieu of commercial accommodation expenses subject to Section 2.6(a).
 - h) Consideration should be given to room sharing with colleagues where appropriate.

2.7. Out-of-Country Travel

- a) All out-of-country travel must be approved, with estimated expense claims, in advance by the VP for the portfolio in which the Eligible Individual works. Upon claiming for expenses, the Eligible Individual's approved estimate for expenses must accompany the actual original receipts.
- b) Expenses incurred in U.S. currency will be exchanged into Canadian currency at the [Bank of Canada exchange rate](#) as of the date of travel or the actual exchanged value if charged to a personal credit card. A copy of the Bank of Canada rate or actual credit card statement must be included with the expense report to support the exchange rate used.
- c) Extended health insurance for out-of-country travel may be included in an employee's extended health benefits with IH. To determine the adequacy and limitations of coverage, Eligible Individuals should consult their [Benefits Advisor](#) in Human Resources. Eligible Individuals who travel on IH-approved business to destinations outside of Canada may purchase, and claim reimbursement for, a travel insurance policy for additional health insurance if they deem their current coverage through work is insufficient. The cost of any additional coverage should be approved in advance. Such coverage should generally be purchased through Blue Cross and the Eligible Individual should be prepared to provide current Blue Cross group and ID numbers to the agent.
- d) Employees renting a vehicle in the U.S. should ensure proper insurance coverage. It is recommended to carry a minimum of \$2 million for third party liability. The cost of additional insurance shall be reimbursed as part of the individual's claim for Travel Expenses.

- e) Employees are expected to have the appropriate travel documents for out-of-country travel. Expenses for obtaining a passport or other travel documents will not be reimbursed.
- f) When traveling out-of-country with a mobile device, please refer to Section 2.8 below.

2.8. Mobile Devices

- a) Business phone calls charged to personal mobile devices while on IH-approved business shall be reimbursed if the Eligible Individual does not have an IH mobile device.
- b) For business travel outside of Canada, mobile usage travel plans must be purchased 7-10 business days in advance of the travel date. Please refer to the [IH Travel Plan document](#) that explains the various options and usage rates. To request a travel plan, please submit a request via the [Service Request portal](#).

3. Paying for Travel Expenses

3.1. Payment Methods for Travel Expenses

1. **Corporate Credit Card** – Should be used whenever possible. Provides benefits such as additional insurance coverage and rebates for IH. Responsibilities of corporate credit card holders are detailed in [AQ0600 Corporate Credit Cards Code of Responsibility](#). Note that using corporate credit cards for personal expenses is strictly prohibited.
2. **Direct Billing** – Some companies will invoice IH for travel expenses. This option can be useful for costs that exceed credit card limits. Examples include hotel charges for groups of people traveling together for conferences or groups that have been redeployed to work away from home). Authorization for expenses billed directly to IH is governed by [AP0700 Signing Authority](#).
3. **Costs Paid by Eligible Individuals** - When Travel Expenses cannot be charged to a corporate credit card or billed directly to IH, expenses may be paid for by an Eligible Individual. IH will reimburse Eligible Individuals for appropriately claimed eligible approved expenses.

3.2. Reimbursements to Eligible Individuals - Choosing the Right Method

- a) Mileage allowances shall be submitted through [i-Site](#) once all of the appropriate fields are completed, requests are forwarded to a signing authority for approval, and once approved, and reimbursements will be added to future pay and will be visible on the employee's pay stub.
- b) For all other employee Travel Expenses not purchased through corporate credit cards or billed directly to IH, request for reimbursement must be submitted on the [TEER](#) (Travel/Education Expense Reimbursement Request) form.
- c) Cheque Requisitions and Petty Cash are not acceptable methods of travel expense reimbursement for employees.
- d) Eligible Individuals who are not employees, will be reimbursed by Cheque Requisition or purchase order (if applicable). Claims must be supported by

itemized receipts and must be approved by an employee with appropriate signing authority.

3.3. Eligible Individual's Responsibilities

- a) Employees are responsible for:
 - Submitting all itemized receipts for travel charges on corporate credit card in accordance with (AQ0600 – Corporate Credit Card Code of Responsibility);
 - Using the current version of the TEER form (any paper copy should be checked against the electronic file version to ensure that it is current);
 - Properly Completing the TEER form and attaching all itemized receipts as per the instructions on the page 2 of the form;
 - Coordinating with the Approver to authorize the completed TEER form; and
 - Submitting the completed TEER form to Accounts Payable within six months of travel.
- b) Eligible Individuals who are not employees are responsible for:
 - Providing the Approver with all receipts and necessary information required to make a claim; and
 - Approvers will submit claims for non-employees using a Cheque Requisition form.

The Eligible Individual is responsible to ensure that all claims are in compliance with all provisions of IH policy and this guide, as well as Collective Agreements and other contractual obligations, where applicable.

3.4. Approver's Responsibilities

- a) Approvers are responsible for ensuring the travel expenditures they approve are compliant with IH policies. As such, their decisions must be:
 - subject to good judgment and knowledge of the situation;
 - exercised impartially; and
 - compliant with the principles and requirements set out in [APO300](#) and this guide, as well as Collective Agreements and other contractual obligations, where applicable.
- b) The Approver's responsibility with respect to [i-Site](#) mileage claims is to ensure they are reasonable, correctly coded and not duplicated on another claim (eg. [TEER](#) form or Cheque Request).
- c) The Approver's responsibility with respect to expense claims is to ensure:
 - timely approval and submission of expense claims;
 - the correct form is used (iSite mileage claim for employee mileage; TEER form for employees; Cheque Requisition for non-employees);
 - forms are accurately completed, signed, and correctly coded;
 - itemized receipts, descriptions and rationale are appropriately attached, especially where discretion is exercised such as equitable allocation between business and personal portions;
 - special authorizations for expenses in excess of limitations or out-of-country travel are attached when submitted; and

- the expenses are in accordance with departmental budgets.

4. Third Party Reimbursements

Any expenses that are to be reimbursed or paid by a third party are not eligible for reimbursement or payment by IH. In the event that the expense has been reimbursed or paid by IH and subsequently paid by a third party, the claimant shall reimburse IH for the amount reimbursed or paid by IH:

- a) Send cheque via interoffice mail to Accounting Department, 4th Floor, 505 Doyle Avenue, Kelowna BC;
- b) Include traveler name; date of travel; purpose for travel; how the expense was paid (eg. corporate credit card; TEER form).

5. Employee Reimbursements

Upon receipt of the completed and approved expense claim form, Accounts Payable will:

- a) ensure the expense claim includes the appropriate approvals, supporting documentation, and coding;
- b) ensure the Eligible Individual and/or Approver rectifies incomplete, inaccurate, or unsupported claims;
- c) ensure that the Approver is authorized to approve the expense claim as per AP0700 Signing Authority Policy;
- d) ensure timely processing of accurate and complete expense claims; and
- e) arrange for reimbursement through inclusion in the Eligible Individual's next pay cheque or vendor cheque.

6. References

6.1. Policies

- [AP0700](#) – Signing Authority
- [AQ0600](#) – Corporate Credit Card Code of Responsibility
- [AQ1101](#) – Vehicles Responsibility Code for Use of IH Vehicles
- [AU0100](#) – Standards of Conduct for IH Employees
- [AP0300](#) – Travel Expense
- [AU1300](#) – Flexible Work Location

6.2. Forms

- [Vehicle Insurance Packages](#)
- [Payroll Deduction Form](#) for personal use of cell phones
- [TEER](#) – Travel Education Expense Reimbursement Request

6.3. InsideNet Tools/Resources

- [Travel](#)
- [i-Site](#) (for claiming mileage reimbursement)
- [Fleet Vehicles](#)
- [Rental Car Mileage Tool Calculator](#)

6.4. External Resources/Tools

- [Bank of Canada exchange rates](#)
- [BC Government approved hotel accommodation rates](#)
- [BC Government approved vehicle rental rates](#)
 - You are required to have a BCeID to view the daily vehicle rental rates and retrieve the corporate discount code.
 - If you do not have a BCeID, please [e-mail the Access Team](#) to request one

Quick Reference Guide

The following principles will guide Eligible Individuals in business travel decisions:

- Taxpayer dollars are used prudently with the intention of delivering best value;
- Risk to any person or the environment is minimized; and
- Environmental and sustainability factors are considered.

Travel Expense Reimbursement Rates (effective August 5, 2022)

The reimbursement rates shown below apply to Travel Expenses incurred by Eligible Individuals, as defined in [AP0300](#) Travel Expense policy

Expense Type	Section Reference	Eligible Individuals' Reimbursement Rates			
Hotel Accommodations	Travel User Guide 2.6	<p>Within BC: Modest accommodation at best price using BC Government approved rates Within Canada (outside BC): Modest accommodation at best price using Government of Canada approved rates Outside Canada: Modest accommodation at best price considering market rates at destination</p> <p>Hotel must be greater than or equal to 75 kilometers from the Eligible Individual's Designated IH worksite. Exceptions: safety concerns including weather; road conditions; travel required after hours OR non-contract employee residing within the boundaries of BC, outside of IH region and traveling under Section 3.6 of AU1300.</p>			
		<p>\$30 per night without a receipt for private accommodations (in lieu of commercial accommodation expenses)</p>			
Rental Vehicles	Travel User Guide 2.3(c)	BC Government approved rates plus fuel. Compact cars are first choice. Insurance is to be declined within BC. Hybrids or electric cars encouraged if cost is reasonable when considering fuel savings.			
Vehicle Insurance	Travel User Guide 2.3(d)				
Premium Differential Use Vehicle Insurance Package		Refer to link for allowable premium differences by bargaining group.			
Meals (rate includes tax and tip)					
Meals (rate includes tax and tip)	Travel User Guide 2.5	Non-Contract	Unionized		
			Nurses	Facilities	Community
			The rates within this schedule apply only when rates are not specified in the applicable collective agreement.		
Breakfast		\$ 18.50			
Lunch		\$ 22.00			
Dinner		\$ 28.00			
Full Day		\$ 68.50			
Mileage Rate (Per KM)	Travel User Guide 2.3(d)				
Per Kilometer Rate (first 5,000 km in calendar year)		\$ 0.61			
Per Kilometer Rate (all km after 5,000 in calendar year)		\$0.55			
Minimum Claim Amount		\$ 2.00			