

## 3.29 - Travel Reimbursement - Policy

Section: Human Resources  
Subject: Travel Reimbursement  
Policy: 3.29  
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### **Commuting**

Staff who live outside the community in which they work (as per Revenue Canada rules and regulations), are responsible for the commuting time and traveling expense associated to getting to work. Commuting time is not considered part of an employee's *Hours of Work*.

However, staff who live outside the community in which they work may use their vehicle to travel to a destination other than the location to which they are assigned if the destination is on the way or in a different direction from the location to which they are assigned. The employee is entitled to charge the College the lesser of the mileage between the location to which they are assigned and the destination or the mileage between home and the destination.

### **Travel Time to College Events (Graduations, etc.)**

Staff is allowed to attend and claim *Hours of Work* if the event happens during the normal workday. On occasions in which the event takes place after the normal workday, the only staff authorized to claim *Hours of Work* would be those who have to attend as part of their job tasks or if management requests their presence.

### **CVA Vehicle / Personal Vehicle**

If a CVA vehicle is available, personal mileage will not be reimbursed, unless with prior approval from a supervisor/management.

### **Car Pooling**

Whenever possible, trips must be arranged to take advantage of the least expensive travel mode (e.g., excursion fares, joint use of vehicles by two or more persons).

### **Reimbursement**

The cost of sustenance, allowable incidental expenses and any necessary use of personal vehicle, which are incurred while an employee is travelling on College

business, will be reimbursed in accordance with the Saskatchewan Public Service Commission schedules. Meal claims are not allowed if meals are provided as part of a meeting or function.

Meal allowance may be claimed for:

Breakfast: If the time of departure from home office is before 7:30 a.m. and the time of return is after 8:30 a.m.

Lunch: If the time of departure from home office is before 11:30 a.m. and time of return is after 12:30 p.m.

Supper: If the time of departure from home office is before 5:30 p.m. and the time of return is after 6:30 p.m.