

Policy Review Template

Policy Title: Council Member Travel Policy

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1. Policy Purpose

The purpose of this policy is to provide Council members of the Ontario College of Teachers with a travel policy that clearly and comprehensively sets out College policies for reimbursable expenses. This document, approved by Council, will facilitate Council and committee business and ensure that members have the information they require when making travel arrangements, participating in meetings and claiming expenses for travel, and preparing for and attending meetings.

2. Administration

The Council Travel Policy is intended to cover all travel issues associated with your work as a Council member. From time to time, issues may arise that are not specifically addressed in this document. Please contact the Executive Assistant to the Chair and Council if policy clarification or pre-authorization is required.

The Finance Committee reviews the use of travel services through periodic risk management reviews of travel claims and discussions with the Finance Unit. Travel advisories and tips are updated and posted to CouncilNet from time to time.

Travel expense claims are received and reviewed by the Executive Assistant to the Chair and Council and authorized by the Director of Corporate and Council Services prior to payment. Expense claims that do not fall within guidelines approved by Council may result in delayed reimbursement or non-payment.

The Registrar may decline to reimburse claims for time, travel, accommodation and other expenses if, in the opinion of the Registrar, such claims are not deemed necessary for the member to fulfil duties and undertake College business. Council members are invited to consult with the Director of Corporate and Council Services for clarification about expenses to ensure that they meet Council guidelines and to avoid unanticipated personal costs.

Individual travel expense claims that are denied by the administration may be appealed to the Chair of Council, who will review relevant information from the Committee Chair and from Administration before bringing the matter to the Executive Committee for disposition.

3. Reporting

Approved travel and business expenses can be claimed using [the online expense claim system \(Suti\)](#). ~~Council member expense account claim form available in the Members' Lounge, from the Executive Assistant to the Chair and Council, or on CouncilNet.~~ Expenses are submitted to and paid from the Finance Unit at least bi-weekly.

Council members [should](#) report all expenses accurately at the completion of each trip, or at least monthly, with appropriately completed documentation. It is each Council member's responsibility to adhere to policy for all expenditures incurred on behalf of the College. Expenses that are reported more than 60 days after they are incurred ~~may~~ **will** require special approval by the Chair of Council. The deadline is January 15th of each year for the submission of claims containing expenses that were incurred in the previous calendar/fiscal year.

4. Responsibilities

Authorization of the Council member's expense by the Director of Corporate and Council Services indicates that **they have read and are** familiar with the policy guidelines, and that all expenses being claimed are within those guidelines and are economical, reasonable and properly documented.

The Executive Assistant to the Chair and Council, who also functions as the College's Travel Manager, is knowledgeable about travel costs and can help obtain the best values available for various travel expenses. The Executive Assistant to the Chair and Council will make travel bookings, ensuring the College's budgetary and quality expectations are met. The Executive Assistant to the Chair and Council is also responsible for the co-ordination of all Council members' reservations with the College's designated hotel providers.

5. Air Travel – [Within Ontario Council, Committee and Panel Meetings](#)

- a) The College uses Air Canada and ~~Air Canada Jazz, West Jet,~~ Porter Airlines ~~and~~ **Bearskin Airlines** for Council member air travel between Toronto and all major Ontario airports. For travel to remote locations where these airlines do not provide coverage, the use of other airlines may be authorized subject to prior approval.
- b) The block purchase of flight passes produces cost savings for the College while providing flights at a higher service level with greater flexibility. Please see the enhanced descriptors contained in [Sections\(c\) through \(l\)](#).
- c) The Executive Assistant to the Chair and Council co-ordinates all initial flight [reservations](#) **bookings**, including specific seating requirements (for example, aisle, window, front, rear) and airline frequent flyer program number confirmations using the applicable flight pass allotment.
- d) When ~~required~~/requested, Council members who are flying from the College outbound will be provided with [a](#) **their** printed boarding pass ~~and limousine chit~~ prior to their departure from the College.

- e) [Car service chits are available in the Members' Lounge for travel from the College to the airport.](#)
- f) Council members who are flying from their home to the College will be provided with an electronic copy of their initial itinerary by email. Boarding passes may be obtained online on the day of departure **from boarding pass kiosks at the airport** or from airport check-in counters using the booking reference number provided on the electronic itinerary.
- g) Flex (Air Canada) and Flexible (Porter Airlines) **and Flex (West Jet)** or an equivalent economy airfare is the standard booking class for all College air travel.
- h) Council members are provided with complimentary advance seat selection, airline frequent flyer points and status miles (where applicable).
- i) The College is provided with customized activity reports detailing remaining credits, booking histories and pass destinations.
- j) All fares, airport taxes, fees and surcharges are included in the price of the flight pass.
- k) Changes to an initial booking are assessed a change fee by the airline and are therefore to be done sparingly. Changes can be made by the Council member online by logging into their online account, through the Executive Assistant to the Chair and Council or at an airport ticket counter.
- l) Unused credits for cancelled flights are re-credited to the College flight pass program and can be used by all members who are registered as pass users.
- m) ~~When Council members book their own flights, air fares cannot exceed the value of the College flight pass, which changes on occasion and will be posted on CouncilNet.~~
- n) ~~Flex fares include prior seat selection.~~

6. Air Travel – [Outside Ontario](#) General

Council members are expected to take advantage of the lowest available airfare. Flights should be booked only after business meeting schedules have been finalized. Airline preference may be considered, assuming there is no additional cost to the College. Economy class airfares may only be used when no seat sale or promotional fares are available.

Council members are encouraged to make reservations and obtain tickets as far in advance as possible to take advantage of further airfare discounts.

[Tickets purchased for travel outside of Ontario should be expensed for reimbursement through Suti Expense.](#)

Ticketing

All ticketing is done in an electronic format.

Council members who purchase tickets [for travel outside Ontario](#) will submit the e-ticket confirmation and boarding passes upon completion of the flight [using Suti Expense](#). ~~attached to the relevant expense form.~~

The Executive Assistant to the Chair and Council will charge all [flight passes purchases as well as any ticket modification fees](#) ~~College-related air expenses~~ against a College charge account at the time of [purchase or modification booking](#). Council members are required to use personal credit cards for air [travel outside Ontario](#) and train travel [within Ontario](#). ~~when booking directly over the telephone or online.~~

Airline Penalties

Claims for penalties resulting from a change in travel plans will be reimbursed if within reason.

Stopovers and Weekend Layovers

Additional airfare and other costs incurred for stopovers or weekend layovers that are not related to College business are a personal expense of the Council member.

Upgrades

First class or business class for travel may not be used at the College's expense. Upgrades are allowed only at the Council member's expense.

Frequent Flyer Incentive Programs

Council members may participate in frequent flyer programs, provided there is no additional cost to the College.

Travel Insurance

The College provides business travel and accident insurance benefits under its Accidental Death and Dismemberment (AD&D) policies. Additional travel insurance taken out by a Council member is not reimbursable by the College.

Lost Baggage

Responsibility for retrieving and compensating for lost baggage lies with the airlines. The College does not reimburse Council members for personal items lost while travelling on College business.

Excess Baggage

Checked baggage charges associated with College work are reimbursable. [Council members are encouraged to specify if they will have up to one piece of checked luggage at the time they request their flight booking, otherwise they will be required to do this upon arrival at the airport.](#) Original [baggage](#) receipts must accompany the claim [if paying direct at the airport.](#)

Denied Boarding Compensation

Airlines occasionally offer free tickets or cash allowances to compensate travellers for

delays and inconveniences due to overbooking, flight cancellations and so on. Council members may volunteer for denied boarding compensation only if the delay will not result in any interruption to the College and there are no incremental costs such as accommodation, meals, transportation or release time. Council members who are involuntarily denied boarding and are offered a free voucher from the airline may keep the travel voucher provided their subsequent travel does not result in any additional expense for the College.

Overnight Delays

Should an airline delay necessitate an overnight stay, the Council member should first attempt to secure complimentary lodging from the airline. If there is no complimentary lodging, the Council member should refer to the accommodation section of this policy.

Ground Transportation

The College will reimburse necessary and reasonable claims for the cost of ground transportation for College-related business. The UP rail link, taxicabs or buses, where feasible, should be used for all inter-city transportation. Council members travelling to the same location should share ground transportation to and from the airport whenever possible. Ground transportation receipts should include the date of pick-up as well as the pick-up and drop-off locations.

In Toronto, the UP rail link or a flat rate airport **limousine car** service provided by Airflight **Limousine Services or Eco-Taxi Service** may be used. When on Council business, Council members will be reimbursed for costs to travel to or from Pearson International Airport or Billy Bishop Airport up to a maximum of the charge that would be incurred if the **limousine car service** was taken from the College's designated hotel provider to the airport.

Completed **limousine or taxi** chits for **car** service from the hotel or the College may be obtained in the Members' Lounge or through the Executive Assistant to the Chair and Council.

Council members should contact Airflight Services directly for service from the airport. 'Advance' chits can be obtained from the Members' Lounge for service from the airport to the College's designated hotel provider. If Airflight service is unavailable, Council members should use the first available **alternate limousine** service.

7. Car Rentals

General

Council members may consider renting a car when driving to their destination is more cost effective and efficient than airline travel. Council members may also rent a car for travel when local transportation is not available or when car rental is less expensive than other modes of transportation such as taxis, airport limousines and airport shuttles.

Reservations

Car rental reservations can be made directly through the car rental company.

Council members should record the reservation number and the confirmed rate in case of a reservation or billing dispute.

Car Rental Categories

Mid-size is the College normal standard for car rentals. Council members may use an upgrade award providing there is no additional expense to the College. A full-size vehicle or van may be booked when three or more Council members are travelling together or when transporting excess baggage such as booth displays and print products.

Pick-up

When picking up a rental car, Council members should check with the car rental agent for any promotional rates, last minute specials or free upgrades. The car should be inspected and any damage found should be noted on the contract before the vehicle is accepted. The rental contract should be inspected to ensure that the rate confirmed at the time of reservation is the rate indicated.

Rental Return

Every reasonable effort should be made to return the rental to the original rental city. Drop off charges are not a reimbursable expense. Rental cars should be returned intact and on time to avoid additional hourly charges and with a full tank of gas to avoid refuelling premiums. One-way rentals may be used when the cost of the drop-off charge and fuel consumption combined are less expensive than the cost of alternate travel such as by plane or rail.

Rental Car Accidents

In the event of an accident, loss of, or damage to the vehicle, you should immediately contact:

- 1) car rental company on the number printed on the contract
- 2) local authorities, as required.

Car Rental Club Memberships

Council members may retain membership program benefits. However, participation in these programs must not result in any incremental costs to the College.

Insurance

Most credit cards provide collision damage waiver insurance. If a Council member's rental is charged to such a card, the rental company's insurance option may be declined. If the credit card does not provide such coverage, the rental company's insurance option should be included in the rental.

The College provides personal injury insurance in the event of a Council member injury while on College business.

8. Other Transportation

Personal Vehicle

Council members may use their personal vehicles on business trips when it is the most convenient means of transportation and/or no other transportation is available. Council

members who use their automobiles on College business are expected to carry adequate insurance for their own protection.

A Council member who uses his/her personal vehicle for College business will be paid the current allowable rate as determined from time to time using Government of Canada mileage rates. This amount is meant to cover all gas, oil, insurance and maintenance on the car. For longer trips, the total of car expense claims and hotel expenses should not exceed the cost of equivalent economy airfare. As outlined in the Canada Revenue Agency guidelines, all mileage claimed after the first 5,000 km. in a calendar year **may will** be reimbursed at a reduced rate. Alternatively, a Council member can continue to be reimbursed at the same rate, with the differential reported as a taxable benefit. It is not necessary for Council members to track their annual mileage – the College's Finance Unit will do this.

The total kilometres reimbursed for trips to the College or another meeting destination are for departure from your home or place of employment. Total kilometres reimbursed for return trips will be from the College or other meeting place directly to the Council member's home or office.

Any adjustment in mileage claims will be made in consultation with the member.

All distance claims are calculated using Google Maps available at: [www/googlemaps.ca](http://www.googlemaps.ca). Reasons for additional mileage claims should be outlined in an explanatory note that accompanies a claim.

The College will not provide reimbursement for any repairs to personal vehicles even if the costs result from **or** occur while on business travel.

Mileage for members who choose to drive rather than fly for College business will be reimbursed up to the value of the cost of a flight pass credit for travel to or from the College for locations that are serviced by air carriers.

Train/Bus Travel

Train and bus travel may be used provided these are the most economical means of transportation and when it is more timely than driving. Business Class fares with reserved seating on Via Rail are the equivalent of a Flex airfare and may be utilized for all train bookings. Where the class of service includes a meal, an additional claim on the same day for that meal will not be accepted. Council members must book their own train and bus tickets using their personal credit cards.

Parking

Hotel, airport and public parking charges are reimbursable. Original receipts must accompany the expense claim.

Two parking options are available at the College's designated hotel provider. Council members have the option of valet parking or self-parking.

Toll Roads

Toll road charges are reimbursable. Original 407 billing invoices must be submitted with the

expense claim.

Taxi / Transit

Taxi, bus and subway costs are reimbursable. Original dated and signed taxi receipts must accompany all claims. [The Presto transaction history is required for all Go Transit related fares.](#) TTC ~~fares costs~~ do not require receipts. Reimbursement may be claimed for gratuities paid to taxicab drivers to a limit of 15 percent (15%) of the fare.

~~As the College is unable to track the bulk purchase of travel services, members expense individual charges/fares by use and not by multiple pass/fare purchases, including GO tickets and subway tokens.~~

9. Accommodation

Reservations Within Toronto

- a) With the exception of full Council meetings and other special circumstances to be approved by the Chair of Council, the College will provide hotel accommodation for Council and committee business to those who reside [more than at least](#) 30 kilometres from the College.
- b) All hotel accommodation in Toronto will be provided at the College's designated hotel provider, the approved location for Council member overnight stays within the City of Toronto. Using a single hotel supplier for all hotel overnights in Toronto allows the College to negotiate contracted room rates based on annual business activity. Hotel nights not booked through the College's designated hotel provider will not be reimbursed. Alternate hotel accommodations may be used in exceptional circumstances such as during inclement weather or early morning travel.
- c) Hotel reservations are automatically arranged as appropriate by the Executive Assistant to the Chair and Council and posted to each member's confidential CouncilNet page as soon as they are confirmed. Up-to-date inventories for both accommodations and meeting dates are always available to every Council member in a confidential listing under the My CouncilNet tab. Members are encouraged to check their personal CouncilNet listings on a regular basis to:
 - ascertain the status of hotel reservations and meeting dates
 - determine necessary changes to arrangements or room cancellations
 - communicate requests for changes to the Executive Assistant to the Chair and Council
 - make cancellations personally if preferred, or if outside regular business hours, recording the cancellation number and forwarding it to the Executive Assistant to the Chair and Council
 - confirmation emails are automatically sent to Council members at the time of booking.
- d) The College's negotiated rate will apply to all overnight stays. The check-in time is 3:00 p.m. The checkout time is 12 noon. A later checkout time can be requested through the front desk. The College's designated hotel provider, regardless of the occupancy rate, will honour all College reservations on a given evening.

- e) **All College** hotel reservations **in Toronto shall may** be charged directly to the College's **hotel** account. A credit card is required at the time of check-in to identify the traveller and to cover any personal charges that may be incurred.
- f) Hotel accommodation is available on the evening prior to meetings that begin prior to 1 p.m. the next day. Same day accommodation is available for meetings that continue beyond 5 p.m.
- g) Members must check and sign their invoices at the front desk before leaving the hotel. Late check-out privileges are granted only through a request to the front desk and provided that there is no additional cost to the College.
- h) Requests for a single bridging night at the hotel are considered when the cost of returning home between two scheduled meetings is greater than the cost of remaining in Toronto. All member requests for bridging nights should be accompanied by a cost-comparison and directed to the Executive Assistant to the Chair and Council for appropriate approval.
- i) When inclement weather requires overnight accommodation or a request for accommodation assistance is refused by the airline following the unexpected cancellation of a flight, the College will cover accommodation costs at the College's designated hotel provider at the College's negotiated rate.
- j) The College's designated hotel provider offers high speed Internet access in each room. When used for business purposes, the cost, if not complementary, will be reimbursed.

Gratuities – Hotel

Reimbursement may be claimed for gratuities paid in the course of incurring business expenditures, as follows:

- baggage handling porters or valets – \$2 per occurrence
- housekeeping staff in hotels – \$5 for the first day and \$2 for each additional day
- hotel shuttle service drivers – \$2 per trip or \$5 for multiple passengers

Other Reservations

Hotel reservations outside Toronto can be made:

- directly through the hotel's reservation call centre or website
- by the appropriate committee support person.

Council members should request corporate rates whenever possible. Council members will be reimbursed directly for actual and reasonable hotel room costs for a standard room at any four-star property that is equivalent to our designated hotel provider in Toronto. Staff accompanying Council members are not responsible for expenses incurred by Council members.

Non-Reimbursable Items

Council members will not be reimbursed for personal or miscellaneous items such as in-house movies, fitness club memberships and spa treatments.

Laundry and Dry Cleaning

Reasonable dry cleaning and laundry services are reimbursable, when required, for College business stays of four or more consecutive days.

Hotel Upgrades

Council members are entitled to stay in a standard single room. Council members may accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to the College. Upgrade requests that result in an additional charge to the College are at the member's expense.

Hotel Cancellation Procedures

Council members are responsible for contacting the Executive Assistant to the Chair and Council or the hotel reservation department [at least 24 hours prior to the reservation to ensure in-sufficient time to allow for the](#) cancellation of a reservation without penalty. Council members' responsibility may include payment of "no show" charges resulting from failure to cancel a reservation. The College will reimburse Council members for unavoidable expenses incurred relating to a cancelled meeting for which it was not possible to cancel travel plans.

Hotel Frequent Guest Programs

Council members may retain membership program benefits. Participation in these programs will not result in increased costs to the College beyond the corporate rate.

Hotel blackout dates

The designated hotel supplier publishes a small list of blackout dates annually which are not available for booking by Council members. Committees are required to avoid these dates when scheduling future meetings. While rooms may be available in the designated hotel property or in other hotels, contract rates will not apply and overnights booked during this period will be cost prohibitive.

Lodging in a Private Residence

Council members may find it convenient to use the private homes of friends, family or acquaintances while travelling on College business. Council members who choose to stay in a private residence may be reimbursed for a claim for the stay in lieu of normal lodging costs to an amount of \$50 per day.

10. Meals

Personal Meal Expenses

Personal meals are defined as meal expenses incurred by a Council member while on College related business. The College will reimburse Council members for reasonable meal expenses. The College will reimburse Council members for meal expenses during travel to or

from the College that necessitates the Council member travelling during mealtime.

The following amounts, inclusive of travel to/from the restaurant, taxes and gratuity, are the maximum reimbursable amounts for meal expenses. Unused portions of the allowance cannot be carried forward within the same day or to increase other days' allowances:

Breakfast	\$ 20
Lunch	\$ 25
Dinner	<u>\$ 50</u>
Total	<u>\$ 95</u>

If a meal is over the applicable limit, the maximum reimbursable amount as indicated above should be claimed.

Reimbursement may be claimed for gratuities paid to restaurant wait staff up to a limit of 15 percent (15%) of the cost of the meal (excluding taxes) unless a higher amount is automatically added by the restaurant.

When considering reimbursable meal expenses, College limits are set for meals based on domestic currency and economics. In the course of travelling abroad on College business, the established College upper meal limits apply. However, the impact of foreign currency can be factored in so that Council members are not incurring out of pocket expenses.

College Hosted Meals

The College will provide breakfast, lunch and/or dinner service as appropriate for all Council, committee and panel meetings held on site. Breakfast is served in the Members' Lounge each day beginning at 8:00 a.m. for meetings that begin in the morning.

No reimbursement will be provided for lunch or dinner claims when meals are provided by the College.

Business Meal Expenses

Reasonable expenses for business meals relating to College activities will be reimbursed by the College upon submission of an expense claim accompanied by original detailed receipts. The expense claim should include the names of guests in attendance and the nature of the business discussed. The above meal expense guidelines apply.

Exclusions

Alcohol purchases are not reimbursable by the College. Alcohol purchases should be deducted when completing an expense claim.

Groceries and/or meals consumed within a Council member's home community either prior to departure or on return will not be reimbursed. Meals included in the cost of transportation tickets, accommodation, seminars and/or conferences will not be eligible for additional meal reimbursement.

Detailed meal receipts must accompany any credit card receipts. Where a receipt from an establishment is not available, a detailed meal receipt or photograph of same or a detailed

hand-written meal receipt is acceptable.

Group Billing

From time to time, as a matter of practicality, one person may pay meal costs for a group. Although only one claim will be filed, the claim must have attached a detailed receipt and list the names of those in the group, the date they dined and by whom the bill was paid. Each person is ultimately accountable for expenses incurred by them.

11. Telephone/Internet

Telephone Calls

Council members will be reimbursed when using their home telephone, cell phone or calling cards for College business phone calls that are reasonable and necessary for conducting College business. This includes local telephone charges and long distance charges that are either work-related or to the Council member's home or workplace. The **original detailed** copy of the bill should be attached to the expense claim showing dates, locations, numbers called and the cost of each call.

There is no reimbursement for monthly access charges and annual license fees.

Complimentary telephones are available in the Members' Lounge with toll-free calling across Ontario.

Hotel Telephone Usage

Hotels place a substantial surcharge on local calls dialled without a calling card and a 55 per cent surcharge on regular long distance rates. Council members are requested to avoid placing phone calls that incur a hotel surcharge. Council members should use a charge/credit card, calling card or public phone, and utilize an 800 number or call collect whenever possible.

Personal Phone Calls While Travelling

A reasonable number of personal telephone calls can be made to keep in touch with immediate family members while travelling on College business. However, Council members will not be reimbursed for extraordinary charges such as personal telephone calls made from air phones or cellular car rental phones.

Computer Usage

The College provides personal computers with high speed Internet access during the business day in the Members' Lounge and in the Margaret Wilson Library. Council members have access to power connections at all Council and Executive Committee meetings.

Internet

Wireless access is available throughout the College. Login password information is available in the Members' Lounge.

The reasonable cost of Internet access incurred when Council members are on College business is an allowable expense. This includes hotel airport, train, train station and Internet café access charges.

12. Personal Travel

Combining Personal with Business Travel

Personal/vacation travel may be combined with business travel provided there is no additional cost to the College.

Companion Travel

A spouse or other individual may accompany a Council member on a business trip at the Council member's expense. The College will not reimburse claims for travel and meal expenses incurred by spouses or other individuals accompanying a Council member on business.

Use of College-Negotiated Hotel and Car Rental Rates

College-negotiated hotel and car rental rates may be used for personal/vacation travel.

Miscellaneous Personal/Vacation Expenses

Items of a personal nature, such as golf, tennis, health club fees, spectator events, theatre, movies (including in-hotel), nightclubs, sightseeing tours, souvenirs and so forth are not eligible for reimbursement.

13. Miscellaneous Guidelines

Dependent Care

Dependent care costs over and above costs for regular daytime arrangements and which are incurred because a College member is involved in required weekend and/or evening business meetings are reimbursable. An original invoice identifying the date services were provided and detailing any costs should be signed with an original signature by the provider and submitted for reimbursement. Service providers for dependent care are required to provide the College with their social insurance number for the issuance of a T4A annually.

Travel from Other Residences

Travel expenses related to travel to or from a secondary residence (such as a cottage) are reimbursable, subject to the same guidelines as travel from a primary residence.

Additional Surcharges

Additional charges applicable for wifi access through the airport, airline or hotel are reimbursable.

Other Reimbursable Expenses

Any other expenses not specifically addressed elsewhere in this policy as reimbursable to the Council member require the prior authorization of the Chair and Council.

Cancelled Meetings

The College will reimburse Council members for unavoidable expenses incurred relating to a cancelled meeting for which it was not possible to cancel travel plans.

Expense Receipts

Expense claims which clearly detail the meeting attended including the dates must be accompanied by the following **original** receipts for reimbursement:

- boarding passes for all air pass related travel
- e-tickets and boarding passes for all non-air pass travel
- car rental receipts
- signed itemized hotel bill with explanatory notation for each room service and restaurant charge.

In rare instances when a receipt is required but cannot be obtained or is lost, an explanation should be included with the expense claim.

Council members are requested to obtain receipts for all reimbursable expenses except for TTC travel and hotel tipping.

14. Expenses Not Associated with Council or Committee Meetings

In order to keep expenses to a minimum, business meetings with College staff should be scheduled when members are already booked to be at the College for scheduled Council, committee or panel meetings, or when bridging days between meeting dates have already been approved.

15. General

To facilitate proper oversight, travel expenses are to be completed with detail, care and accuracy and supported by appropriate receipts.

Travel Tips:

- Request reservations as far in advance as possible. In most cases fares and rates will be lower.
- Verify all car and hotel rates prior to signing a contract or paying a bill.
- Council members **must** report all expenses at the completion of each trip or monthly. Expenses that are reported more than 60 days after they are incurred require approval by the Controller before processing and may be rejected.
- Year-end expenses will be accepted during the first two weeks of the new year **ONLY**. Without special authorization, the College may not be able to pay claims submitted thereafter.

16. Evaluation

This policy will be evaluated every three (3) years or earlier as required by Council.