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Schedule A: Meal and Accommodation Per Diem and Mileage Rates

Allowances	Union-BCGEU Employee	Non-Union Employee (travel within Canada)	Non-Union Employee (US and International travel)	Last Updated
Breakfast (when travel starts before 7am)	Rate per Collective Agreement	\$25.50*	\$30.60	June 1, 2024
Lunch (when travel starts before 12pm)	Rate per Collective Agreement	\$25.50*	\$30.60	June 1, 2024
Dinner (when travel ends after 6pm)	Rate per Collective Agreement	\$35.25*	\$42.30	June 1, 2024
Private accommodation	Rate per Collective Agreement	\$38.41/night*	\$38.41/night	June 1, 2024
Mileage	63 cents/km	63 cents/km*	63 cents/km	May 1, 2024
Travel advance	\$1,000 minimum	\$1,000 minimum	\$1,000 minimum	June 1, 2024

*The rates are based on the Treasury Board Orders and Directives for Employee Group II: [Travel expenses - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/finance/management/travel-expenses)

Where travel is for a partial day, only the meals that are applicable to the related portion of the day spent on travel status are claimed.

Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.

Travel within Canada meal allowances are increased by 20% for United States and other international travel in *Schedule A*. An individual receipt is required to be submitted to support the related expense claim if the actual cost exceed the 20% additional allowance when traveling to more expensive foreign countries.

If other rates are negotiated as part of the signed external contract/agreement, then those rates will prevail.

Schedule B: Required Supporting Documents for Expense Reimbursement

Type of Expense	Supporting Documents
Accommodation	<ul style="list-style-type: none"> • Documentation demonstrating that accommodation chosen is most reasonable and cost-effective (such as comparison of quotes, CSA rate used etc.) • Invoices and itemized receipts
Airfare	<ul style="list-style-type: none"> • Approved Employee Risk Assessment Form • Documentation demonstrating that airfare is the most reasonable or cost-effective method of transportation (vs. vehicle transportation) • Description of the itinerary of the trip • An invoice showing: <ul style="list-style-type: none"> ○ the cost of airfare ○ name of Employee(s) ○ method of payment • Written pre-approval from their Vice-President if air travel is greater than economy class
Meals	<ul style="list-style-type: none"> • Employees must submit itemized receipts for individual meals if the actual costs exceed the 20% additional allowance for US and other international travel • Copy of the agreement if other negotiated rates prevail • Names of the attendees if the meals are for staff engagements and/or (potential) clients • Pre-approval from the Director responsible for their area, as well as the <i>Vice-President, Finance and Operations</i> if meals include alcohol
Mileage	<ul style="list-style-type: none"> • Dates of travel • Reason for travel • Distance traveled • Destination • An online map or vehicle logbook in supporting the distance traveled which must be based on the lesser of: 1) Employee's residence to the destination; and 2) Employee's assigned JIBC campus to the destination.
Hospitality and Alcohol	<ul style="list-style-type: none"> • Approval from the Director responsible for their area, as well as the <i>Vice-President, Finance and Operations</i>. • Invoices and itemized receipts • Names of attendees
Rental Vehicle	<ul style="list-style-type: none"> • Documentation demonstrating that rental vehicle is the most reasonable or cost-effective method of transportation (vs. taxi, carshare services) • Original vehicle rental agreement • Vehicle rental receipt

Schedule C: Reimbursable Travel and Other Expenses

NOTE: Reimbursable when accompanied by an original receipt that indicates method of payment used.

Description of Expense	Yes	No
Telephone calls to traveller's immediate family (limited to 10 minutes each day, unless specified in the BCGEU Collective Agreement)	X	
Internet connection for job related duties while travelling	X	
Consumable materials like booklets, printed matter, photocopying, and presentation supplies related to the travel incurred while on JIBC business	X	
Credit card or bank fees and interest charges		X
Uninsured auto loss (such as due to collision, physical damage etc.)		X
Medicine and pills		X
Motor vehicle related costs (e.g. car wash, maintenance, or traffic fines and penalties)		X
Increases to premiums on a driver's license, insurance costs, deductibles		X
Gas for rental vehicle	X	
Gas for personal vehicle use		X
Optional hotel charges (e.g., mini-bar, movie rental, spa, hair care, fitness, or gym fee, etc.)		X
Baggage fee – first bag	X	
Baggage fee – additional bag or excess weight fee (unless JIBC course materials/equipment or for JIBC display/promo supplies)		X
Child or pet care costs		X
Trip cancellation insurance (preapproved by Authorizing Manager)	X	
Additional medical insurance		X
Medical insurance for a traveller who will be residing outside of Canada for at least six (6) consecutive months in a calendar year when on JIBC business	X	
Lost or stolen tickets, cash, or personal property		X
Travel Visa	X	
Vaccines or COVID-19 testing where employee is asked to travel to a country where vaccines and negative testing result are necessary for health and safety	X	
Passport fees		X
Airport lounges		X

* Reimbursable when accompanied by an original receipt that indicates method of payment used.