

3.1.7 Reimbursement of Expenses

1. The FSA reimburses travel and other expenses personally incurred by Association employees, Directors, and members, (collectively, “expense claimants”) when those expenses are as a result of Association business.
 - 1.1. This policy does not cover reimbursement of professional development expenses incurred by unionized Association staff under Article 23 of the CUPE Collective Agreement.
2. Expense claimants are individually responsible for applying for reimbursement and for providing all required documentation to support their claim. The FSA Expense Claim Form is available by request to fsa@bcit.ca.
3. The FSA will reimburse expenses promptly. Where a problem with provided documentation might prevent or delay reimbursement, the FSA will contact the expense claimant and attempt to resolve this problem as soon as possible.
4. Receipts
 - 4.1. Except where specified below, an expense claimant must include all available receipts in their expense claim. Both physical and electronic copies are acceptable.
 - 4.2. When no receipt was received or a receipt was lost or damaged, expense claimants may instead submit other proof of the expense (such as a copy of their bank or credit card statement with the charge included) and a short explanation of why a receipt has not been included in the claim. Reimbursement is not guaranteed without proof.
5. Expense pre-approval is required in writing:
 - 5.1. for unbudgeted expenses that are reasonably expected to be more than \$500, or
 - 5.2. when the expense-claimant is not an authorized spender.
 - 5.2.1. Authorized spenders for the FSA are the President, Executive Director, Associate Executive Director and those delegated for specific purchasing.
6. Travel pre-approval is required for all travel outside Metro Vancouver by submitting the Travel Expense Estimate Form, the Travel Expense Estimate Form:
 - 6.1. is available by request to fsa@bcit.ca; and
 - 6.2. is updated each fiscal year to reflect the FSA Operating Budget.

7. Expense (5.0) and travel (6.0) pre-approvals are authorized by:
 - 7.1. the Associate Executive Director, or designate, for FSA staff;
 - 7.2. the President, for Directors, members, and FSA management; and
 - 7.3. the Treasurer, for the President.

8. Advances
 - 8.1. Expense claimants who have been approved for travel may request an advance of up to the full estimated amount. The Travel Expense Estimate Form (6.1) must be used to determine the amount advanced.
 - 8.2. Expense claimants may request an advance by contacting their authorized approver (7.1 to 7.3) no later than ten working days before the expense is expected to be incurred.

9. When the travel is to the United States, per diem and amounts listed below will be expressed in \$US.

10. Accommodation and Per Diem
 - 10.1. When travelling to conferences and/or meetings on behalf of the FSA, expense claimants may claim the costs of suitable, single, hotel accommodation in the hotel serving as the site of the meeting or conference.
 - 10.2. Where an expense claimant chooses an alternative to that hotel, reimbursement shall not exceed the cost for accommodation as outlined in the Travel Expense Estimate Form (6.1).
 - 10.3. Where an expense claimant chooses to stay in private housing (i.e., with friends) a claim may be made for \$100 per day to provide a "host" gift or meal. This claim does not require a receipt.
 - 10.4. Individuals may claim the per diem amount contained in the BCIT Travel Policy and Procedures in effect at the time of travel; receipts are not required.

11. Hospitality and Networking Expenses
 - 11.1. Expense claimants may claim hospitality and networking expenses such as dining or hosting a meeting for business associates or other external guests as authorized by the Expense Claimants authorized approver in 7.1 to 7.3 in advance or as prescribed in the FSA Operating Budget. Expense claimants must include a brief explanation, and the name and/or organization of the participant(s) involved when claiming hospitality and networking costs.

12. Travel Costs

- 12.1. Mileage costs will be calculated using the rates in the BCIT Travel Policy in effect at the time of travel.
- 12.2. If travelling by car, expense claimants may claim mileage costs as detailed in the chart below. When more than one individual is travelling in the same car, only one mileage claim will be paid.

From	To	Comments
Home (normal work hours)	Regular worksite	Cannot be claimed
Home – Call Out (outside of normal work hours)	Worksite(s)	Claim actual distance
Home	Alternate Authorized Worksite or Business Meeting within Metro Vancouver	Claim the lesser of the actual distance travelled from home or the distance from the regular worksite to destination
Home	Airport	Claim actual distance
Campus	Campus	Claim actual distance

- 12.3. When travelling by air, or any mode of transport with varying fare classes, expense claimants may claim the most time efficient and economical class including advanced seating assignment and the reimbursement of one (1) baggage fee for each direction of travel (if not already included in the cost of the ticket).
- 12.4. When travelling by air, ferry, or rail from Metro Vancouver, expense claimants may claim either:
- 12.4.1. The cost of transportation to and from the airport, ferry terminal, or train station by taxi, rideshare, airport limousine or shuttle, or public transit; or
 - 12.4.2. Mileage costs for driving to and from the airport, ferry terminal, or train station plus the cost of parking there during the travel period.
- 12.5. For transportation costs incurred at the travel destination, expense claimants may claim either:

12.5.1. The cost of taxi, rideshare, airport or hotel limousines or shuttle, public transit, etc.; or

12.5.2. The costs of a car rental when reasonably anticipated local transportation costs during the period of the stay would likely exceed the cost of a rental car.

12.6. When travelling to a destination that would ordinarily be reached by air travel, expense claimants may choose to use an alternate method of travel, such as train, sea vessel, car, etc. Expense claimants may claim the costs of their alternate travel method up to the value of expressed in 12.3.

12.7. Expense claimants may claim reasonable costs of a daily call home to family dependents, spouse, partner, etc.

12.8. Expense claimants may claim reasonable costs for internet access. In order to claim this expense, expense claimants must include the intended method of access (i.e., hotel wifi, local data plan, roaming plan, etc.) and estimated costs in their pre-approval request.

13. Dependent Care Costs

13.1. Expense claimants may claim the reasonable costs for the provision of dependent care when required to perform FSA duties outside of normal business hours.

Revision History

Date	Revision (Brief description)
April 2024	Changes to reflect updated costs, best practices, travel pre-approval
April 2018	Minor change to definition of expense claimants and necessary related changes.
October 2016	Policy reviewed and minor changes made. Form updated.
December 2014	Formatted into branded policy template. No changes to content.
December 2010	Reformatted and reapproved by Executive
May 1996	Incorporated 3.1.9 Out of Town Travel Expenses and minor re-wording.
March 1995	Initial approval