



## Travel and Expense Claims

### Background

Members of the Board, employees and others may be required to travel while conducting KTCEA business. KTCEA will reimburse actual travel expenses incurred by travelers in the performance of their duties, within approved guidelines included in AP 513 Appendix A or upon approval by the appropriate authority.

### Guidelines

#### Reimbursable Expenditures

1. Employees who have incurred hospitality, meeting, special event, and travel expenses while conducting the business of KTCEA, may be entitled to reimbursement for these out-of-pocket expenses.
2. KTCEA employees travel expenses that are reimbursable from an external organization should be made payable to KTCEA. The reimbursement should be issued to the organization if an employee's travel or other expenses are covered by KTCEA.
3. Employees travelling to the same location are required to travel together whenever feasible.
4. Employees travelling and staying in Red Earth (KTCEA area) for KTCEA business, are required to stay overnight at the KTCEA warehouse accommodations. If KTCEA warehouse accommodations are fully booked, staff are eligible to claim private accommodation and meals.
5. All employees' out-of-province travel must be approved by the Superintendent.
6. An employee is deemed to be on official "travel status" for an approved trip for the period when an employee departs their residence or office until they return to their residence or office. Employees will work with their supervisors to establish departure and return times that balance employee safety, work life balance and cost.

#### Expenditure Pre-Approval and Travel Advances

1. All travel, hospitality, meeting and special events expenditures to be reimbursed by KTCEA funds, with the exception of emergency travel, must be pre-approved in accordance with the Delegation of Authority Procedure.
2. Pre-approval for travel and other expenses is obtained through the creation and approval of a Travel Claim Form (Appendix A).

#### Emergency Expenditures

1. In some emergencies, employees may not be able to obtain pre-approval for travel related to conducting business of KTCEA. Should this occur, the individual must notify their Supervisor and/or Director of the travel plans as soon as possible for authorization and approval.
2. Even in emergency situations, without pre-approval for travel, individuals cannot be guaranteed of reimbursement for out of pocket travel expenses incurred.

#### Travel Claim Approvals

1. As soon as possible after returning from a business trip, the employee is to prepare a travel claim.
2. Reimbursement of expense claims is obtained through the creation and approval of a Travel Claim Form (Appendix A).

3. Travel Claim Forms must be approved in accordance with the Delegation of Authority Procedure.
4. When a supervisor signs off on the travel claim, they are acknowledging that all the information is correct and aligns with the Administrative Procedure guidelines.

#### **Air Travel Reimbursement Rates**

1. Reimbursement for air travel expenses will not exceed the economy fare by the most direct route unless approved by the Superintendent and/or the Board. Business, executive, or first class air travel may be approved in certain circumstances (e.g. emergencies, long flights, etc.).
2. The individual traveling is responsible for any additional costs related to personal reasons; for example, stopovers not related to the business of KTCEA or its main activities.

#### **Vehicle Rental**

1. Members of the Board and/or employees may rent a vehicle when necessary or when renting a vehicle is more economical than other transportation options (e.g. use of personal vehicle). The rental fee, kilometer charge by the rental agency, fuel charges, and insurance coverage are reimbursable expenses.
2. The individual travelling may only rent compact, mid-size, full size, or SUV/4x4 vehicles depending on need. Rental of luxury vehicles is not reimbursable.
3. The individual travelling must ensure that rented vehicles are properly insured. Insurance costs offered by the rental agency are allowable expenditures.
4. The individual travelling must submit the rental agreement and receipt with their expense claim. The supporting documentation submitted with the expense claim must include information about the vehicle rented, the detail of charges, and proof of payment.

#### **Private Vehicle**

1. When a private vehicle is used for travel for the business of KTCEA, the individual travelling may claim a reimbursement for mileage in accordance with KTCEA approved mileage rate.
2. When claiming mileage, only the employee whose vehicle is being used or the employee driving is permitted to claim mileage.
3. When an employee requests to use their private vehicle rather than a rental vehicle or taking a flight, the employee can only claim mileage cost to a maximum of the estimated cost of using a rental vehicle or the cost of an airline ticket.

#### **Taxis and Public Transportation**

1. Expenditures for taxis and public transportation to and from airports, railway stations and between appointments, hotel locations, and meeting locations are reimbursable. Reasonable gratuities equal to or under 15% are also reimbursable.
2. The individual travelling must submit original receipts for taxi and public transportation expenses with their expense claim.

#### **Accommodations**

1. Individuals travelling are expected to stay where preferred or discount rates are available whenever possible and in a safe environment, conveniently located and comfortably equipped.
2. Reimbursement for hotel accommodation is limited to standard hotel room rates.
3. Original receipts for accommodation must be submitted with expense claims.
4. For private accommodation, the maximum rate for one night accommodation is \$50.00 per night.

**Meals**

1. Meals shall be reimbursed in accordance with the KTCEA approved meal allowance rates.
2. Meal allowances may not be claimed when an employee is at a meeting or conference where meals are provided.

**Other Allowable Expenditures**

1. Other allowable expenditures include:
  - Supplies needed for work related purposes and purchased while travelling.
  - Conference/seminar registration fees.
  - Laundry and dry cleaning if the length of the trip exceeds 5 business days.
  - Parking including hotel, airport, and public parking expenses.
  - Telephone, cellular phone, and fax/internet connection fees.

**Non-Allowable Expenditures**

1. Expenditures that are not allowed for reimbursement include, but are not limited to:
  - Alcoholic beverages;
  - Credit card membership fees;
  - Expenses for failing to cancel transportation or accommodation;
  - Expenses related to vacation or personal days while on business travel;
  - Expenses of a traveling companion;
  - Hotel pay per view movie expenses;
  - In-flight pay movies;
  - In-flight telephone charges;
  - Loss or damage to personal possessions while traveling;
  - Membership fees for hotel frequent guest programs;
  - Mini-bar refreshments;
  - Personal toiletries.

#	Procedure	Roles & Responsibilities
1.	<p>Obtaining Pre-Authorization - Travel</p> <p>1.1 Prior to incurring expenditures for travel for conferences, meetings and special events, individuals must obtain pre-approval from their immediate supervisor. Should pre-approval not be obtained, individuals traveling cannot be guaranteed reimbursement of travel expenses.</p> <p>1.2 To obtain pre-approval, the employee must fill out a Travel Claim Form, outlining:</p> <ul style="list-style-type: none"> <li>● Description of the travel requested including dates, location, and reason for travel.</li> <li>● Estimated expenses by category of expenditure.</li> </ul> <p>1.3 The Travel Claim Form must then be submitted for approval to an immediate supervisor. The Travel Claim Form must be reviewed and approved to check if the travel:</p> <ul style="list-style-type: none"> <li>● Is within the KTCEA's mandate.</li> <li>● Complies with any funding agency restrictions.</li> </ul>	<p>Superintendent</p> <p>Associate Superintendents</p> <p>Supervisors</p> <p>Employees</p>

	<ul style="list-style-type: none"> <li>● Complies with KTCEA policies and procedures.</li> <li>● Is a reasonable and appropriate use of budgeted funds.</li> <li>● Is funded by available budgeted funds.</li> </ul> <p>1.4 If these five criteria are met, the authorized supervisor sends the approved travel claim form to the Finance Branch for processing in accordance with the Procurement and Payment procedure. If any one of these five criteria are not met, the authorized supervisor have the authority to reject the Travel Claim Form.</p> <p>1.5 A Travel Claim Form is considered approved once it contains the signatures of the authorized supervisor Only upon receiving an approved Travel Claim Form does an individual have the authority to proceed with travel arrangements.</p>	
2	<p>Preparing and Submitting an Expenditure Claim</p> <p>2.1 Upon return from a trip or incurring expenditure for conferences, meetings or special events on behalf of KTCEA, an individual shall fill out a Expense Authorization Form and attach all supporting documentation, sign the form and submit the claim in accordance with this procedure.</p> <p>2.2 Upon review and approval of the expense claim, the expense claim is forwarded to the Finance Branch for review. The expense claim will be matched with the related pre-authorization form and:</p> <ul style="list-style-type: none"> <li>● Checks to ensure expenditures being claimed are within and for the purposes outlined in the pre-authorization form.</li> <li>● That appropriate supporting documentation is attached to the expense claim.</li> </ul> <p>2.3 If both criteria are met, the expense claim will be approved for processing in accordance with the Procurement and Payments Procedure. If either of the criteria is not met, additional information and/or approvals may be required, or the expense claim in whole or part may not be reimbursed.</p>	Employee Finance Branch

3.	<p><b>Supporting Documentation</b></p> <p>3.1 Detailed original receipts and evidence of payment must be attached to support claims for reimbursement. Credit card slips are not sufficient evidence of detailed charges.</p> <p>3.2 The individual must also include a description for each expenditure outlining what the expenses relate to.</p> <p>3.3 In addition to receipts, the traveler will also have to submit proof of travel and or attendance at the respective conference or meeting.</p> <p>3.4 If original receipts have been lost, the traveler must provide sufficient detail to justify the expense.</p>	Employee
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**Definitions:**

**References:**


AP 515 Procurement and Payments

**Procedure Amendments and Updates:**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.

# Travel Claim Form Example

\*\* Note that this form is updated every three months as per treasury board rates.

1								
2	<b>KEE TAS KEE NOW TRIBAL COUNCIL</b> <b>EDUCATION AUTHORITY</b>							
3	<b>TRAVEL CLAIM FORM</b>							
4	Name:		Program/Dept:			Dates		
5								
6								
7	Date	Destination	KM	Purpose of Trip	B	L	S	O/Night
8								
9								
0								
1								
2								
3								
4								
5								
6								
7								
8	<span style="font-size: 48px; opacity: 0.5;">Page 1</span>							
9	<b>TOTALS</b>							
0	<b>Incidentals:</b>	Total Nights		X	\$ 17.30			\$ -
1	<b>Accommodation:</b>	Total Nights		X	(Actual receipts)			\$ -
2	<b>Private Residence:</b>	Total Nights		X	\$ 50.00			\$ -
3	<b>Fuel Expenses:</b>	Total Receipts (IF paid out of pocket)						
4		* Total KM		X	\$ 0.550 per km			\$ -
5		*(Use kilometers only IF using Private Vehicle)						
6	<b>MEALS:</b>							
7	Breakfast	X	\$ 22.80	=	\$ -			
8	Lunch	X	\$ 23.05	=	\$ -			
9	Supper	X	\$ 56.60	=	\$ -			
0						<b>TOTAL MEALS</b>		\$ -
1	<b>OTHER (Please List)</b>							\$ -
2	<b>LESS ADVANCE:</b>							\$ -
3	<b>TOTAL CLAIM:</b>							\$ -
4	<b>SUBMITTED &amp; SIGNED BY:</b>							
5	Approved By:				Authorized By:			
6	Account Code:				Cheque/EFT # (Office Use Only):			
7								
8	October 2022							