



Guidelines for KTCEA Travel Expenses and Reimbursement

PREAMBLE

Meals and reimbursements are claimed for expenses related to and required to perform your work duties.

Considerations in claims relate to the times of your work day and the place of your primary work space. If your letter of hire states and/or there is a general understanding that you work Monday to Friday 8:30 a.m. to 4:30 p.m. then that is considered your work day. These are the KTCEA office hours, so most employees fall within these days of the week and times of the day. If your letter of hire states otherwise, then the times/days indicated become your work day. Consideration is also given for what is stated or generally understood/implicit as the employees "primary" place of work (e.g. KTCEA Receptionist primary place of work is the KTCEA Central Office located in Red Earth).

Travel expenses and reimbursements are claimed when:

- You are away from your 'normal work space' during the days/ hours of work;
- No access to a kitchenette (e.g. the KTCEA suites or units);
- You are away from home for the evening/night;
- Other circumstances pertain as may be noted below.

MEALS

Parameters around claiming meals are:

1. Breakfast

In order to claim breakfast you must:

- Be away from home on business.
- Leave home at least one hour before the time you would normally leave to commence your regular work day.
- Not be at your 'normal/primary place of work'.
- Not have breakfast included in your hotel rate if a full complimentary breakfast is included.
- Not have breakfast included in your meeting/conference or covered by another 3rd party.

2. Lunch

In order to claim lunch you must:

- Be away from home on business.
- Not be at your 'normal/primary place of work'.
- Not have lunch included in your meeting/conference or covered by another 3rd party.

3. Supper

In order to claim supper you must:

- Be away from home on business.
- Arrive home at least one hour later than the time you would normally arrive home to conclude your regular work day.
- Not have dinner included in your meeting/conference or covered by another 3rd party.

DIRECTOR HOSTED BUSINESS MEAL

If you are an Associate Superintendent/Manager hosting a business meal, an original receipt must be submitted for reimbursement. The receipt should include a handwritten record of those in attendance at the business meal. Gratuity is approved to be included up to 15%, unless specified differently for a large group meal. If a business meal receipt is submitted, a meal (flat rate) cannot also be claimed.

TIMES of TRAVEL

If your meeting/conference/job duties conclude early enough in the day and you can safely travel home within hours reasonable to your normal workday travel – then you are expected to travel home. Occasionally, circumstances may prevent the safe return during daytime hours (more so during winter travel). If this is the case accommodation and related expenses may be provided for another night but your supervisors' prior approval is required.

Examples include:

1. Your meeting in Edmonton finished at 2:00 p.m. – home is Peace River. It is very reasonable to expect that you will travel home (479 km); however, if you wish not to travel then it is expected that you will get approval for another night of accommodation. Supper would then be eligible to be claimed. It is expected that you would depart for work/home no later than 8:30 a.m. the next morning. Breakfast & lunch may also be claimed, but not supper as you would be back to work/home well before that would become an eligible expense.
2. Your meeting in Edmonton finished at 3:00 p.m. – home is Slave Lake (249 km). Accommodation would not be covered for an additional night. Supper would be eligible to be claimed.
3. Your meeting in Peace River finished at 3:00 p.m. – home is Slave Lake (245 km). 10:00 a.m. tomorrow morning you have a meeting at Woodland Cree First Nation. It is more considerate to our employee and cost efficient for a night of accommodation in Peace River than to expect that you will drive home (245 km) and claim supper, and use fuel only to travel 225 km in the morning, claim breakfast and use fuel again.

PET CHARGES

KTCEA does not cover pet charges at a hotel.

INCIDENTALS

'Incidentals' are intended to cover those incidental expenditures that you might have when away from home for a night; e.g. tooth brush, hair brush, etc. Incidentals are claimed for each night (i.e. overnight) that you are required to be away from home due to work.

Example: Travel to Edmonton Monday for three nights' accommodation (Monday, Tuesday & Wednesday night) home Thursday = 3 x incidentals.

PARKING RECEIPTS

Original parking receipts may be submitted for parking required to conduct business duties.

Example: You have an evening meeting on the east end of Edmonton – parking receipts during that meeting can be submitted for reimbursement, even if the expense occurred after work hours.

BAGGAGE RECEIPTS

Original receipts related to one (1) personal luggage unit when required to fly for business work may be submitted for reimbursement.

FUEL RECEIPTS

If you have the privilege of being assigned a company vehicle, you are encouraged to fuel up at KTCEA approved fuel vendors, or you may use your business fuel card (if applicable) whereby your odometer reading must be entered at each transaction.

When you require fuel and either an approved vendor or fuel card is not an option, an original receipt for regular fuel –not a payment transaction receipt, is required to be submitted for reimbursement. If you do not have a company vehicle and are required to travel, fuel receipts may not be submitted – you will claim a mileage rate.

PRIVATE MILEAGE

Private mileage will be paid for approved business travel at the approved rate per kilometer. As preapproved, on occasion, permission may be granted for those employees assigned a company vehicle to use their own private vehicle to accommodate personal circumstance.

VEHICLE MAINTENANCE RECEIPTS

Original receipts for essentials such as snow brush, sand bags, car wash & washer fluid may be submitted for reimbursement.

TRAVEL CLAIM SUBMISSIONS TO A THIRD PARTY REIMBURSEMENT

At all times, all employees are to claim and submit for reimbursements, where eligible, all expenses related to travel to KTCEA. Where travel occurs and a third party has agreed to pay all expenses related to your travel either in advance or as a reimbursement, then this payment is to be made payable to KTCEA, not you personally as an employee. When completing travel expense claims from a third party, the claim should be completed with a clear notation that reimbursement is payable to the KTCEA. Where mileage is approved to be provided it should be claimed, whether or not you drive a company vehicle, noting distance from your home to the place of business travelled for that particular meeting return.

TRAVEL CLAIM SUBMISSION & PAYMENT

Travel claims are to be submitted at the end of each month travelled, or at the end of each trip travelled. All original receipts should be attached. No further travel claims will be approved until an outstanding advance is reconciled with original receipts as required.

CONSIDERATIONS & EXPECTATIONS

The above guidelines place generally accepted parameters around the question of “what” and “when” do I claim a travel/vehicle maintenance expense. There will always be occasional unique circumstances that may prevent these guidelines from being followed as written. On these rare such occasions, you should consult your supervisor for consideration of circumstantial approval prior to deviation from these guidelines.

Procedure Amendments and Updates:

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