

Travel, Meals, Expense Allowances

Travel, Meals, Expense Allowances may be found in [Appendix B](#)

****Exchange Rates** - Any excess foreign exchange costs incurred on purchases for conducting College business will be reimbursed with supporting documentation. Normally, reimbursement will be made in Canadian dollars for receipts or paid invoices in foreign currencies. The conversion rate(s) will be determined by Financial Services Department in consultation with the College bank. If an employee is submitting a claim in foreign currency for which they paid on a charge card, actual exchange rates or rate differentials applied to the expenditure from the credit card company may be claimed as an adjustment on a subsequent travel claim form with the appropriate documentation.

Procedures:

Employees must itemize all travel expenses on a College Expense Claim form, utilizing appropriate per diems or receipts as outlined in the college Travel, Meal and Hospitality Expenses and Public Disclosure Policy. Explanations, proper documentation, and authorizations must be complete before reimbursement is issued.