



Expense Claim

The personal information requested on this form is collected and protected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. **Your personal information will be used to process your expense claim and for uses consistent with this purpose.** Please direct questions to the Accounts Payable, Lethbridge College, 3000 College Drive South, Lethbridge, AB T1K 1L6 (403) 320-3231

Employee/college ID S# _____ ☐ Travel Claim Page _____ of _____
 Name: _____ ☐ Advance Request/Return Date: _____
 Address: _____ ☐ Reimbursement

Date	Required information: Purpose of travel, Destination and description of expense	Auto Kilometers	Other Transportation	Accommo dation	Meals	Other Expenses
Km Reimbursement Rate		50.5 Cents/km	TOTAL			
Please Select One		16.5 Cents/km				

I hereby certify that the information on this claim and in any documents attached is true, correct and complete in every respect. I authorize the College to use banking information on record in Payroll for payment of expense claims.

Claimant _____
 Signature _____ Print Name _____
Budget Mgr. _____
 Signature _____ Print Name _____
GL Code(s): _____ **Amount:** _____

Total actual costs/estimate _____
Less: Advance _____
Amount of Claim _____
Advance request @ 90% of estimate _____
 (CDN/US)

NOTE: Original receipts (not credit card slips) are required for all expenses except when claiming per diem for meals. Foreign expenses also require a copy of credit card statement and international travel form. A claim made without the required receipt, certification, or form could be disallowed or could delay processing of your claim. Please staple all receipts to the back of claim. See over for official expense policy criteria.
Any false statement of claim is subject to disciplinary action up to and including dismissal.

Travel, Meals, Expense Allowances - Administrative Policy

Definitions:

Per Diem - A maximum Amount that may be claimed without receipts of paid invoices. All per diems shall be claimed, and will be paid, in Canadian funds and include any gratuity. Rates and fees are approved through the annual budget process.

Guidelines:

1. Travel claims must be approved by the immediate Supervisor and must be supported by **ORIGINAL** documentation. An individual is not allowed to approve his/her own travel expense claim or other travel expenditures charged directly to the College on the claimant's behalf.
2. The College will reimburse an employee for meals on pre-approved out of town College business, provided the meals are not already included in another expense, i.e. - airline tickets, conference fees, or other organizations.
3. In addition to the kilometer rate, employees who use their vehicles for College business may claim the cost of purchasing additional business insurance up to a maximum amount of \$250 per annum.
4. Accountable travel advances of up to 90% of the travel costs will be available to College employees when estimated travel costs exceed \$300.
5. Petty Cash Funds will **NOT** be used to reimburse travel expense claims.

Procedures:

Employees must itemize all travel expenses on College Travel Claim forms utilizing appropriate per diems or receipts as outlined in the following procedures. Explanations, proper documentation and authorizations must be complete before reimbursement is issued.

1. Original receipts or original paid invoices are required for all expenses except:
 - a. per diems for meals and private accommodations
 - b. mileage for use of personal automobiles
 - c. reasonable tips and gratuities, if not already included on vendors invoice
 - d. taxi fares and parking charges to a maximum of \$12.75 per incidentOriginals are required to avoid duplicate payments and to properly claim any GST Input Tax Credits or Rebates which the College may be entitled to. If employees pay for expenditures with their charge card, the vendor's invoice must be submitted along with the charge card receipt to provide complete accountability and permit full and proper accounting records.
2. Transportation - The appropriate mode of transportation is at the Supervisor's discretion:
 - a. By Public means - Economy Airfare, Bus, Train, or third-party vehicle rental for trips over 150 kilometers round trip.
 - b. By Private vehicle - reimbursement will be based on appropriate rate of 16.5 or 50.5 cents per kilometer per College policy. Driving to and from your residence and your regular place of employment does not qualify as business mileage.
 - c. Taxi fare or vehicle rental, whichever is appropriate. Receipts are required for each item in excess of \$12.75. When renting a vehicle within Canada or the United States, you do not have to take the optional extra insurance coverage offered by the rental agency since comparable coverage is provided under the College General Liability insurance policy, Non-Owned Automobile Rider. The cost of insurance on vehicles rented outside North America is advisable and is reimbursable.
 - d. Parking charges when using private or rented vehicles on legitimate College business. Receipts are required for each item in excess of \$12.75.

3. Accommodation

- Either*
 - a. Reimbursement of the cost of reasonable accommodation in a hotel, motel or other similar establishment with the required detailed receipt or paid invoice.
Or
 - b. A per diem allowance of \$20.15 per night if using private accommodations or no receipt or paid invoice is available.

4. Meals

- Either*
 - a. Reimbursement of reasonable meal costs plus a gratuity of up to 15% of the meal cost with the required detailed receipt(s) to a maximum of \$75.00 per day.
Or
 - b. A per diem allowance as follows for those meals that require an expenditure by the traveler, but no receipt or paid invoice is available:

Breakfast - \$11.00 • Luncheon - \$14.00 • Dinner - \$25.00 • Total per Day - \$50.00

The above meal allowances include an amount for gratuity and GST and, therefore, may not be claimed in addition to the Meal Allowance.

5. Exchange Rates - Employees requesting Advances for travel expenditures incurred in U.S. funds should note such on their requests in order to convert currency at the best possible exchange rate. 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. However, individuals may have U.S. currency claims reimbursed in U.S. funds if it is stipulated on such claims. 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 he/she 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.
6. Employees seeking cash advances are required to submit their requests to Financial Services on the appropriate travel claim form, with estimated expenditure details, proper account coding and approvals, at least 7 working days prior to the date that the advance is required. A cheque for the amount of the advance will be mailed or held for pick-up as directed by the applicant.
 - a. The employee is personally responsible for clearing this balance through the submission of a properly completed travel claim form with appropriate receipts or paid invoices and/or paying back all or any outstanding portion of each specific advance.
 - b. The employee is required to account for such advances within 30 calendar days of the return of the specific trip.
7. Any and all expense claims must be submitted at the very least on a regular monthly basis in order to facilitate timely accounting records.