

 Royal Roads UNIVERSITY	Category:	Finance
	Title:	Business and Travel Expense Policy
	Policy Number:	FIN 2.05
	Authority:	Vice-President Finance and Chief Financial Officer
	Approval Date:	November 30, 2018
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	Policy Sponsor:	Vice-President Finance and Chief Financial Officer
	Policy Administrator	Director of Financial Services

Business and Travel Expense Policy

1. Purpose

The purpose of this policy is to establish the terms under which reimbursements may be made by the University to Board members, faculty, staff and others for reasonable out-of-pocket expenditures while on University business. Reimbursements under this policy will be issued in a manner that leads to:

- Prudent and judicious use of University administered funds;
- Consistent management of expenses; and
- Compliance with statutory, contractual, funding agency, accounting and reporting requirements.

2. Scope/Limits of Application

This policy applies to all employee groups of Royal Roads University, the university’s Board of Governors, and all individuals or organizations working on behalf of the University, including contractors approved for travel.

This policy applies to all business and travel expenses incurred in the course of University business by the above individuals. It does not apply to hospitality expenditures and honorariums. Reimbursements for hospitality expenses, including gifts, are covered by the Hospitality Expenditures Policy. Reimbursements for honorariums are covered by Honorarium Policy.

3. Definitions

- 3.1 **Approver** – The person with authority to make approvals of expense claims under this policy
- 3.2 **Claimant** – Any person making a claim under the terms of this policy
- 3.3 **Employees** – all persons on the payroll of the University
- 3.4 **Honorarium** - A honorarium includes:
 - Payment, as a “thank you” or gesture of goodwill and appreciation, to a non-professional, guest speaker or lecturer
 - External party for a special classroom lecture or short series of such lectures
 - Individual for conducting a seminar or workshop

- Guest speaker at an educational event or other similar function
 - Guest speaker participating at outreach events
 - Payment to a volunteer for assistance for set-up or supporting activities at special events; or
 - Payment to an external examiner whose services are engaged on a one-time or infrequent basis.
- 3.5 **Managerial discretion** – The administrative authority to make decisions and choices with a reasonable degree of flexibility while maintaining compliance with this policy
- 3.6 **Travel and related expenses** – The costs and allowances incurred by an individual in the course of RRU business and travel and include:
- a) travel, including transportation, accommodation, meals and incidentals, and
 - b) expenses paid by reimbursements of expense claims, purchases on RRU issued procurement credit cards and expense related to the above activities.

4. General Principles

- 4.1 The University is committed to using resources prudently and responsibly and is mindful of its position within the public sector.
- 4.2 All expenditures incurred for business and travel and related expenses will support business objectives and shall be necessary and economical.
- 4.3 The University will reimburse the cost of authorized travel expenses incurred by employee groups, Board members, and individuals working on behalf of the University, provided that:
- a) the traveller was travelling on University business, or in support of the University's mission; and
 - b) the traveller had advance authority to incur travel expenses, where required under the Business and Travel Expense Directive; and
 - c) the expenses are reasonable, appropriately documented, and comply with University policies, directives and procedures; and
 - d) the expenses are approved for reimbursement by the designated approver as required in this policy and the Business and Travel Expense Directive. Individuals with delegated signing authority cannot approve their own expense reports or the expense reports of those to whom they report.
- 4.4 Managerial discretion is only permitted in accordance with guidelines (as defined in the Business and Travel Expense Directive).
- 4.5 Alcohol cannot be claimed and will not be reimbursed as part of a business and travel expense claim.
- 4.6 Expenses incurred must comply with any and all University policies and all other provincial and federal laws and regulations.
- 4.7 The University retains the right deny reimbursement of an expense that is considered in contravention of stated policies and directives.
- 4.8 The University will comply with all required disclosures concerning expenditures, including appropriate responses to Freedom of Information and Protection of Privacy Act (FOI) requests.

5. Responsibilities

- 5.1 It is the claimant's responsibility to:
- a) obtain the appropriate pre-approvals in accordance with the Business and Travel Expense Directive;
 - b) only claim reimbursement for actual-out-of-pocket expenses for legitimate University business purposes;
 - c) claim for reimbursement only expenses that are allowable within this policy and/or related procedures/directives; and
 - d) maintain and submit appropriate documentation to justify the cost effectiveness of their travel arrangements.
- 5.2 It is the approver's responsibility to:
- a) verify that the expenses have been incurred for legitimate University business purposes and are reasonable in the context of the business activity;
 - b) verify that expenses claimed are in accordance with this policy and related procedures/directive; and
 - c) verify that delegated approval authority is documented if applicable. Individuals with delegated signing authority cannot approve their own expense reports or the expense reports of those to whom they report.
- 5.3 It is the responsibility of the Vice-President Finance and Chief Financial Officer to articulate this policy and subsequent revisions.
- 5.4 It is the responsibility of the Financial Services Department for reviewing travel and expense claims to verify that:
- a) claims have been properly approved;
 - b) expenses claimed are in accordance with the existing policy and related directive; and
 - c) expense claims include the required supporting documentation as outlined in the policy and Business and Travel Expense Directive.

6. Supporting Procedures

Business and Travel Expense Directive

Business Travel Rate Schedule

7. References to Legislation

Freedom of Information and Protection of Privacy Act (FOIPPA)

8. Related Policies

Corporate Credit Card Policy and Procedures

Hospitality Expenditures Policy – To be developed

Honorarium Policy – To be developed