



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 Appendix B 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. Expenses reimbursed by hosting organizations or other third-party funding arrangements must not be claimed for reimbursement by KTCEA.
3. Employees travelling to the same location are required to travel together whenever feasible.
4. All employees' out-of-province travel must be approved by the Superintendent.
5. 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).
3. Travel advances will only be approved by the Superintendent.

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.

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 the Alberta Public Service Subsistence, Travel and Moving Expenses Regulation.
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.

Accommodation

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. Reimbursement for meals shall be at the rates per the Government of Alberta's Travel, Meals and Hospitality Policy.
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"> • Description of the travel requested including dates, location, and reason for travel. • Estimated expenses by category of expenditure. <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"> • Is within the KTCEA's mandate. • Complies with any funding agency restrictions. • Complies with KTCEA policies and procedures. • Is a reasonable and appropriate use of budgeted funds. • Is funded by available budgeted funds. <p>1.4 If these five criteria are met, the Associate Superintendent/Principal or the Superintendent will sign the Travel Claim Form and provide it to the requesting</p>	<p>Superintendent</p> <p>Associate Superintendents</p> <p>Supervisors</p> <p>Employees</p>

	<p>employee, who provides it to the Finance Branch for processing and payment of an advance (if applicable) in accordance with the Procurement and Payment procedure. If any one of these five criteria are not met, the Associate Superintendent or the Superintendent 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 Associate Superintendent and/or Superintendent. Only upon receiving an approved Travel Claim Form does an individual have the authority to book 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 Travel Claim 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"> • Checks to ensure expenditures being claimed are within and for the purposes outlined in the pre-authorization form. • That appropriate supporting documentation is attached to the expense claim. <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>Supporting Documentation</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> <p>3.5 For travel advances, if receipts are not submitted, KTCEA will recover the difference between the receipts and the actual advance from the traveler's salary and/or future travel claim.</p>	Employee

Definitions:

Not Applicable

References:


Procurement and Payments Procedure

Procedure Amendments and Updates:

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

Appendix A – Travel Claim Form

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

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

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Appendix B – 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 claiming 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/implied as the employees "primary" place of work (e.g. KTCEA Human Resources Director, primary place of work is the KTCEA Loon River head office).

Travel expenses and reimbursements are claimed when:

- You are away from your 'normal work space' during the days/ hours of work;
- 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%. 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.