



TRAVEL EXPENSES Rate Schedules

Schedule A: Meal and Accommodation Per Diem and Mileage Rates

Allowances	Union-BCGEU Employee	Non-Union Employee (travel within Canada)	Non-Union Employee (US and International travel)	Last Updated
Breakfast (when travel starts before 7am)	Rate per Collective Agreement	\$25.50*	\$30.60	June 1, 2024
Lunch (when travel starts before 12pm)	Rate per Collective Agreement	\$25.50*	\$30.60	June 1, 2024
Dinner (when travel ends after 6pm)	Rate per Collective Agreement	\$35.25*	\$42.30	June 1, 2024
Private accommodation	Rate per Collective Agreement	\$38.41/night*	\$38.41/night	June 1, 2024
Mileage	63 cents/km	63 cents/km*	63 cents/km	May 1, 2024
Travel advance	\$1,000 minimum			



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Schedule B: Required Supporting Documents for Expense Reimbursement

Type of Expense	Supporting Documents
Accommodation	Invoices and itemized receipts
Airfare	<p>Approved Employee Risk Assessment Form</p> <p>Description of the itinerary of the trip</p> <p>An invoice showing:</p> <ul style="list-style-type: none"> ○ the cost of airfare ○ name of Employee(s) ○ method of payment <p>Written pre-approval from their Vice-President if air travel is greater than economy class</p>
Meals	<p>Employees must submit itemized receipts for individual meals if the actual costs exceed the 20% additional allowance for US and other international travel</p> <p>Copy of the agreement if other negotiated rates prevail</p> <p>Names of the attendees if the meals are for staff engagements and/or (potential) clients</p> <p>Pre-approval from the Director responsible for their area, as well as the <i>Vice-President, Finance and Operations</i> if meals include alcohol</p>
Mileage	<p>Dates of travel</p> <p>Reason for travel</p> <p>Distance traveled</p> <p>Destination</p> <p>An online map or vehicle logbook in supporting the distance traveled which must be based on the lesser of: 1) Employee's residence to the destination; and 2) Employee's assigned JIBC campus to the destination.</p>
Hospitality and Alcohol	<p>Approval from the Director responsible for their area, as well as the <i>Vice-President, Finance and Operations</i>.</p> <p>Invoices and itemized r 0 8 036 (0 8 030.4A0.4A0.4A0.4A0.4A0.4A8a)-23soiz21 Tf0.457 0 Td</p>



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Schedule C: Reimbursable Travel and Other Expenses

NOTE: Reimbursable when accompanied by an original receipt that indicates method of payment used.

Description of Expense	Yes	
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