

1. For expenses to be reimbursed...

- Expenses are incurred for performance of Mohawk College business, would be considered acceptable to the general public, would withstand the scrutiny of an auditor, it is fair and equitable to provide reimbursement and the amount claimed is reasonable and appropriate given all of the circumstances.
- Approvers are prohibited from approving own expenses
- Expenses for a group are claimed by the most senior person present at event
- Original itemized receipts are attached to the expense claim. Credit card statements or debit card receipts do not qualify as original itemized receipts.

2. Approvals for Travel

Note that these are the levels for approving travel, not for approving any expenses related to travel.

Claimant	Within Ontario	Within Canada	International
Board Chair	N/A	Vice Chair	Vice Chair
President	N/A	Board Chair	Board Chair
Vice President	N/A	President	President
Employee	Supervisor	Vice President	President

International travel is considered to be any country other than Canada

3. Rules for Travelling

- Type of travel, hotel accommodation, meal expenses, etc. must be cost effective
- Overnight stays and College business travel where the travel exceeds a distance of 200km (one way) from the residing campus must be approved in advance
- Purchasing card should be used wherever possible to pay for travel expenses

4. Air travel

- International travel requires prior written approval demonstrating the critical value of travel for college priorities and interests and how the travel will benefit for the college. The claimant must complete the "Approvals for Travel Outside of Canada" form and attach to expense claim
- Economy class seating is the standard option for international travel. With President's approval, business class seating may be permitted on international flights exceeding 5 hours (one-way, not including stop-overs).
- Advance seat selection is only permitted on flights with a continuous flight time in excess of 5 hours and requires prior approval by a Vice President.

5. Accommodation

- Single accommodation in a standard room
- Dry cleaning and laundering expenses will be reimbursed on overnight trips in excess of five days
- Prohibited expenses include movie or game rentals, bar service, health clubs, personal grooming and spa services etc. Such costs, if incurred, should be set out in a separate invoice.

6. Meals

- Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense
- Restaurant/prepared food only
- Reasonable and appropriate meal expenses
- Taxes and gratuities should be included as part of the receipt

7. Prohibitions:

- Alcohol
- Service charges
- Fines and traffic related offences (i.e. parking fines)
- Additional costs for travelling with a companion
- Making voluntary changes to existing travel arrangements
- Expenses for attendance at political fundraising events
- Per diem allowances

8. Hospitality can be extended to people who do not work for BPS or OPS organizations when...

- Facilitates college business
- Pursuit of donor stewardship
- Matter of courtesy or protocol