



Policy:	O-4.3
Approved By:	College Executive Team
Approval Date:	March 28, 2001
Amendment Date:	
Policy Holder:	VP Administration

TRAVEL

Purpose / Rationale

The purpose of this policy is to establish authority and criteria for pre-approval of travel requests; to establish and define the limits and the conditions related to travel; to guide the selection of the most cost effective means of travel; and to identify allowable expenses for travel.

Scope / Limits

This policy applies to all Camosun College employees.

Principles

1. All employees must receive the prior approval of their dean/director for all out-of-province travel.
2. Each school/division is to make its own determination for prior approvals for travel within the province.
3. In the case of international travel, prior approval must be obtained from the appropriate vice president and/or president.
4. Standing approval may be granted in circumstances where employees have approval for sitting on provincial or national committees, or in situations where a series of trips can be scheduled, it can be granted for the duration of the commitment; i.e.: articulation committee meetings, national boards, international career fairs.
5. Travel on College business should be conducted in the most cost-effective manner that is feasible for the circumstances. Groups travelling together should consciously attempt to pool resources wherever possible, i.e. carpooling for on-island or lower mainland travelling or sharing transport to and from an airport.
6. The greatest possible flexibility in arranging for the least expensive fares will be a chief consideration when entering into an arrangement with a travel agent or consultant. If fares are sought outside the contract with an external consultant by web searches and/or consolidators, the extra workload on staff in such searches should not outweigh the benefit of an agent.
7. Travel discounts, such as airline frequent flyer, hotel and automobile rental bonus points s,ichief

A. TRAVEL ARRANGEMENTS

1. Air Travel

Economy class of air travel is to be used in all cases. Consideration may be given to requests for upgrades from the standard economy class for flights of nine (9) or more, and

Where carpooling has occurred, only the owner of the vehicle may submit distance claims.
(Form Required: *Travel and Distance Claim*)

5. Accommodations

Accommodations will be reimbursed for single occupancy. While travelling on College business, College employees are eligible for government rates. This rate is to be requested upon booking accommodations. If needed, a copy of the letter from the Ministry of Advanced Education, Innovation and Technology, confirming eligibility for such rates is obtainable from the administrechnology3

