



TRAVEL POLICY

CODE:	D.006
NUMBER:	FINANCE
RESPONSIBILITY:	ASSISTANT DIRECTOR OF EDUCATION
APPROVAL:	BOARD OF TRUSTEES
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NEXT REVIEW:	JULY 2015

INTRODUCTION

For the purpose of this policy, *allowable expenses* mean MTIE-related expenses that have been paid directly by or on behalf of employees and visitors.

PURPOSE

The purpose of this policy is to:

- a. Establish procedures for those who incur and/or approve travel and other allowable expenses;
- b. Outline procedures for the reporting and documenting of allowable expenses.

SCOPE

This policy applies to all Mamu Tshishkutamashutau travel and other allowable expenses from all sources of funding administered by MTIE.

POLICY

General

1. Travel and other allowable expenses shall only be reimbursed upon the submission of a properly completed and approved Travel Expense Claim. The Travel Expense Claim must be accompanied by original receipts and invoices and should be submitted to Financial Services within ten working days following the completion of a trip.
2. Expenses which are of a personal nature should not be included in vouchers supporting University expenses. Where such expenses are included, they must be clearly shown as reductions on the Travel Expense Claim. Expenses that have already been, or will be, reimbursed by another organization or that will be used for personal tax purposes may not be claimed from MTIE.

3. For advanced Travel Expense Claims, employees are to retain all receipts and invoices for submission to Financial Services within (10) ten working days following the completion of the trip. Invoices must be submitted for the following: transportation, accommodations and other expenses. Meal receipts (per diems) do not require receipts or invoices.
4. Flight cancellation insurance is an allowable expense. Where additional medical coverage is warranted, such coverage shall be allowed.
5. In order to access private transportation (i.e. rental vehicle) the individual must have a valid driver's license and a credit card in their name. If the traveling individual does not have both of these items, either public transportation or taxi must be utilized. Insurance coverage for rental vehicles is an allowable expenditure.
6. Traffic violations shall not be allowable expenses.
7. If advanced Travel Expense Claims were not sufficient in providing all expenses incurred upfront, the authorizing Director will authorize the reimbursement and Financial Services will issue a reimbursement within twenty (20) working days.
8. From time to time, Mamu Tshishkutamashutau appoints one or more travel agencies and/or airlines. Currently, if traveling to any destination in which Innu Mikun / Provincial Airlines operates, the employee will utilize this airline. If traveling outside of Innu Mikun's operating destinations, travel agent, Mokami Travel will be utilized.
9. When making travel arrangements, items such as cost, time spent travelling and convenience should be considered in order to promote the most efficient use of all resources.

Approvals and Responsibilities

10. The claimant is responsible for ensuring that claims for expenses are accurate, in accordance with MTIE policy, and that they will not be used for income tax purposes.
11. The Signing Authority who approves the Travel Expense Claim is responsible for ensuring that the expenses are for MTIE business only, are in accordance with MTIE policy, and are charged to the correct accounts.
12. Reimbursement of expenses does not, in itself, constitute ultimate approval. All transactions are subject to subsequent audit adjustment.

13. Travel Expense Claim requests that do not conform to this policy will be returned to the claimant. Travel Expense Claims which are re-submitted to Financial Services and which still do not conform to this policy will be returned for clarification to the person to whom the claimant reports.
14. In rare circumstances where exceptions to the present policy are warranted, they must be approved by the Assistant Director of Education – Finance and Administration.