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**Travel Expense Claim**

Procedure No.: 2005-PR1  
 Policy Reference: 2005  
 Category: Finance  
 Department Responsible: Financial Services  
 Current Approved Date: 2017 Apr 27

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**Objectives**

This procedure applies directly to Policy 2005, Travel and Professional Development Expense Reimbursement. These procedures apply to expenses incurred out of pocket directly by, or on behalf of, the employee or traveller as well as those incurred using a BCIT purchasing card. It describes the requirements for:

- Making travel arrangements
- Obtaining authorization to travel
- Defining travel claim receipts and vouchers
- Receiving reimbursement for out-of-pocket expenses

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**Who This Procedure Applies To**

This procedure applies to BCIT employees who incur work-related travel including travel for professional development (PD). This procedure also applies to students, Board of Governors members, and non-employees who incur travel expenses while on Institute business.

**Travel Arrangements Procedures**

Travel should be avoided where cost-efficient alternatives are appropriate and available. Virtual presence, teleconferencing, and other remote meeting solutions are to be considered for every travel situation. Ideally, a single employee will attend any conference or event and then share his/her experience with colleagues. Where multiple employees attend the same event, the total planned conference costs must be approved by the area's respective vice president.

**1. Request for Approval to Travel**

For all travel outside of British Columbia, travellers must submit a complete [Request for Approval to Travel](#) form (FIN-23) to their Designated Signing Authorities (for approval of leave and for

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travel budget), and Safety, Security and Emergency Management prior to booking any travel arrangements. This is required for all business-related travel, including professional development, and includes travel that is reimbursed or paid for by a third party and does not result in any expense for BCIT. If there is no cost to BCIT or the cost will be recovered, please indicate so on the form. Once all approvals have been obtained, travellers may make travel arrangement in accordance with BCIT's policy and procedures.

### 2. Payment of Travel and Professional Development Related Costs

#### 2.1 Purchasing Card

If a traveller holds a BCIT purchasing card, payments for registration, conference, training fees, airfare, and hotel must be made directly using the purchasing card so long as it does not exceed the card's single transaction limit. If a traveller uses another employee's BCIT purchasing card for any of the travel costs, it must be noted on the [Request for Approval to Travel](#) Form (FIN-23). The cardholder is responsible for ensuring original receipts are available and submitted with the monthly card reconciliation. Please note, an employee cannot approve p-card transactions related to their own travel. Information about the commercial card program can be found in the [BCIT Commercial Card Program Policy & Guidebook](#)

#### 2.2 Travel Advance

Employees may obtain an Advance for Travel for out of pocket expenses of \$400 or more. The request is made by checking the appropriate field on the [Request for Approval to Travel](#) form (FIN-23.) Please allow at least fifteen (15) business days for the travel advance to be processed. Please be aware, advances are only available for BCIT employees and Board members.

In most instances, Financial Services will supply the advance funds within ten (10) business days prior to the start of the trip. Advances will not be given after travel has commenced. If a traveller has incurred out of pocket expenses that require payment sooner than ten business days prior to the start of the trip (e.g. personal credit card charges), please contact [Financial Services](#) directly to discuss. Advances are directly deposited into the employee's bank account if the employee is set up for payroll direct deposit. Note that employees must submit their expenses within thirty (30) days of their return. Claims not submitted within thirty (30) days may result in the Travel Advance funds being deducted from the employee's future payroll.

Travel advances will not be provided for tuition or for the purchase of goods or services for professional development

#### 2.3 Travel Expenses Paid Directly By the Traveller (Out of Pocket Expenses)

Travel expenses paid directly by the traveller that are not reimbursable by a third party are to be claimed using [Travel Expense Claim](#) form (FIN-21).

#### 2.4 Non-Travel Professional Development Expenses Paid Directly By the Employee

Expenditures for goods and services paid for out of one of the Institute's professional development (PD) funds may be claimed using the [Travel Expense Claim](#) form (FIN-21). Goods and services purchased through a PD fund are subject to the same approval processes as PD

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travel. Procedures for completing the form are found [here](#).

### 3. Making Travel Arrangements

#### 3.1 Air Travel

##### 3.1.1 Booking Air Travel

Airfare will reflect the most economical cost to fly to the business destination and back. BCIT has contracted with a travel agency to book travel arrangements and to retain copies of travel itineraries for all BCIT travellers. All work related travel including PD must be booked through BCIT's [contracted travel agent](#).

##### 3.1.2 Travel Reward Programs

Credit card loyalty program benefits, such as airline frequent flyer points that are accumulated from BCIT travel must not be used for personal benefit. Such benefits or discounts should be applied only against future business travel or donated to charities associated with the program. Benefits accumulated from BCIT travel, whether for business or professional development, should not be used beyond the term of the employment. BCIT will not reimburse travellers for the equivalent value of travel rewards used to purchase airfare or other related travel costs.

##### 3.1.3 Class of Air Travel

Air travel up to eight (8) hours is to be booked in economy class. Travel that is in excess of eight (8) hours flight time may be booked in business class with pre-approval from the traveller's designated signing authority in advance of travel arrangements being booked.

Travel related to attendance at a professional development conference or training program is not eligible for upgrade to business class.

### 3.2. Travel by Motor Vehicle

#### 3.2.1 Use of Personal Motor Vehicle

BCIT will reimburse travellers for use of their personal motor vehicles for travel on Institute business including professional development. BCIT's per-kilometre reimbursement rate is based on that set by the [Treasury Board of Canada](#) and is shown in [Guideline 2005-GU-1, Travel and Per Diem Rates](#), associated with this procedure. Note: The rate is intended to cover vehicle operating costs, such as insurance, vehicle depreciation, regular maintenance costs, and fuel.

Claims are to be submitted quarterly or once the total expense claim exceeds \$50. Mileage that occurs within the current fiscal year must be submitted by the [published year end deadlines](#). To receive reimbursement for the use of a personal motor vehicle, the [Mileage and Parking Expense Reimbursement](#) form (FIN-152) must be completed and include dates of travel, destination, and reason for travel.

Travellers are required to obtain approval from their designated signing authorities in advance of

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travel in order to use a personal motor vehicle to travel more than 150 kilometers from BCIT's Burnaby Campus. In these instances where travel would have otherwise been by air, BCIT will reimburse the traveller the lesser of the actual mileage or the quoted economy airfare to the destination plus airport parking or taxi to and from the airport. A quote for airfare from BCIT's contracted travel provider must be submitted with the [Request for Approval to Travel](#) form (FIN-23) before it is approved, to ensure the most economical mode of travel is being used.

Travellers are responsible for ensuring that their vehicles have the appropriate insurance coverage. No reimbursement will be made for personal auto insurance coverage.

### 3.2.2 Rental Cars

In certain situations, the traveller may find it is more cost-effective to rent a vehicle for travel outside of Metro Vancouver. Travellers are required to obtain approval from their designated signing authority prior to travel being booked, in order to rent a vehicle. Details of the proposed rental should be included on the [Request for Approval to Travel](#) form (FIN-23) if the travel will occur outside of BC.

Depending on the proximity of the airport to the hotel and/or event, it may be more economical to rent a vehicle rather than incur charges for a taxi to and from the airport. If a rental car will be used, any claims must be accompanied by a quote for comparative taxi fares from the airport to the hotel/event. If the travel is outside of BC, the proposed rental must be included on the [Request for Approval to Travel](#) form (FIN-23). Please note, no reimbursement will be issued for personal mileage, GPS, or other personal expenses. Please review the [Supply Management](#) site for details about insurance coverage.

### 3.3. Accommodation

#### 3.3.1 Finding Cost Effective Accommodation

Accommodations should be booked through BCIT's [contracted travel agent](#). The institute will consider expense claims for alternative hotel accommodation as recommended by the housing organizer for an event, conference, or seminar provided the rates are better than those offered through BCIT's [contracted travel agent](#). An estimate of hotel costs for travel outside of BC must be included on the [Request for Approval to Travel](#) form (FIN-23) before it is submitted for approval. Reimbursement will not normally be provided for accommodations for attendance at events within Metro Vancouver. Requests for accommodations within Metro Vancouver must be approved by the employee's vice president. Approval must be attached to the employee's expense claim.

#### 3.4 Combining Personal Travel

Should an employee wish to combine personal travel with BCIT travel, including PD, and the travel is outside of BC, it should be indicated on the [Request for Approval to Travel](#) form (FIN-23) prior to booking travel arrangements.

Travel expense claims that contain a personal component will be reimbursed at the lesser of:

- Actual expenses incurred or
- An estimate of the allowable expenses that would have been incurred if the personal travel had not taken place. If the travel includes airfare, a quote must be obtained from

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BCIT's [contracted travel agent](#), indicating the most economical means of flying to and from the business destination. For travel outside of BC, the quote must be attached and submitted with the [Request for Approval to Travel](#) form (FIN-23). For travel within BC, the quote must be attached and submitted with the Travel and Professional Expense Claim (FIN-21).

Any additional expenses arising from personal extensions to business travel are the traveller's responsibility. Expenses for a traveller's spouse, partner or family member are not reimbursable.

### 4. Insurance Coverage

#### 4.1 Medical Insurance

Travellers are responsible for staying informed of their coverage. BCIT's extended health plan may provide medical insurance for employees when travelling outside of B.C. Please contact [BCIT Human Resources](#) or BCIT's extended health care service provider to confirm your eligibility before making travel arrangements.

## Travel and Professional Development Claim Procedure

Financial Services, Accounts Payable Travel, aims to process claims for travel and professional development (PD) related expenses within twenty-one (21) calendar days after receipt by Financial Services. Financial Services is responsible for the administration of these procedures and is authorized to obtain additional information to support the claim if necessary.

Financial Services will return the Travel Expense claim form in its entirety if the documentation or information provided does not comply with the procedures. This may impact the twenty-one (21) calendar day processing time. Both the traveller and the designated signing authority will be notified if the claim is being returned.

The traveller must submit expense claims within thirty (30) calendar days of the end of travel. For those travellers who have received a travel advance, if the claim is not submitted within thirty (30) calendar days, the advance may be deducted from the traveller's payroll as indicated on form FIN-23, [Request for Approval to Travel](#).

See table "Reimbursable Travel Expenses", in [Appendix A](#), for a list of example expenses that are acceptable, and those that are not.

### 1. Receipts and Payment Vouchers

#### 1.1 Original Receipts and Supporting Documentation

Financial Services will reimburse travellers for expenses based on original receipts. Original receipts must be attached to the claim form (FIN-21) and may include printed or hand written receipts issued by the vendor as well as online receipts (e.g., course registration). All claims for reimbursement of travel expenses outside of British Columbia will be matched to the [Request for](#)

## Travel and Professional Development Claim Procedure

[Approval to Travel](#) form (FIN-23).

Receipts must be detailed and itemized, including:

- Date of purchase
- Method of payment (e.g. cash, personal cheque, debit card, or credit card)
- Description and cost of the item(s) purchased
- Vendor's name and applicable contact information (e.g. address, phone number, website)

When the method of payment is not recorded on the detailed receipt, the payment voucher (which shows the method of payment) must be attached to the receipt. See Section 2 Payment Method below.

Note: When submitting receipts printed in a language other than English, please provide the English translation on the receipt.

For tuition, course registrations and conferences, documentation submitted with the claim should include a receipt with cost, itinerary or course description, date of course, and method of payment.

### 1.2 Declaration for Missing Receipts

Travellers are responsible for keeping original receipts if they intend to submit an expense claim. If a receipt is missing, the traveller should make every effort to obtain a duplicate receipt from the vendor. If they are unable to do so, a declaration can be created in place of the receipt. Travellers may generate and sign a [Travel Claim Receipt Declaration](#) form (FIN-156). The declaration states the date the expense was incurred, that the original receipt has been lost, and that reimbursement for these expenses will not be claimed from any other source.

### 1.3 When Original Receipt Is Required By Employee

For warranty purposes only or when expenses are partially covered by another organization that must have the original receipt(s), the employee may request that the original receipt(s) be returned.

In this circumstance the employee is to include the original receipt(s) with their claim for reimbursement, indicating the amount to be reimbursed and a request for Accounts Payable to return the original receipt after processing. Accounts Payable stamps the original receipt(s), indicating the amount to be reimbursed by BCIT, and retains a photocopy with the claim. The original receipt is then returned to the employee.

## 2. Payment Method Must Be Indicated For All Expenses Claimed

### 2.1 Payment by Credit Card

For expense items where a credit card was used for payment, the following are acceptable to demonstrate method of payment:

## Travel and Professional Development Claim Procedure

- Detailed receipt which shows payment was made by credit card and includes credit card type and the last four digits of the card.
- A credit card voucher which shows the last four digits of the card number accompanying the detailed receipt. A duplicate copy may be available through your financial institution's online banking service.
- A copy of a credit card statement with the charge listed may be used to demonstrate method of payment if either of the two options listed above is not available. The detailed receipt is still required. We ask that you please mask credit card statement details unrelated to the transaction being claimed.

### 2.2 Payment by Cash, Debit Card, Debit Credit Card or Cheque

When cash, debit card, or personal cheque is used to pay for expenses, the claimant submits all relevant expense receipts. Original, detailed receipts are required, showing vendor name, date of transaction and amount. Receipts must indicate cash, debit or cheque was used as payment.

## 3. Claims for Transportation Expenses

### 3.1. Air Travel

The original invoice from BCIT's [contracted travel agency](#) must accompany the claim for reimbursement. The invoice must show the cost of airfare, the name of the traveller(s) and [method of payment](#).

### 3.2. Travel by Motor Vehicle

#### 3.2.1 Personal Motor Vehicle – Reimbursable Kilometres

When filling out the [Mileage and Parking Expense Reimbursement](#) form (FIN-152), travellers record the kilometres travelled according to Table 1, following. Standard distances between BCIT campuses and local health units are given in the table in Appendix B of this procedure, and in the associated [Guideline 2005-GU-1, Mileage and Per Diem Rates](#). Other parameters of completing the mileage form are shown in the table below. Please note, for travel outside of British Columbia, the [Request for Approval to Travel](#) form (FIN-23) must be completed and approved prior to travel occurring.

## Travel and Professional Development Claim Procedure

**Table 1 for Submitting and Calculating Reimbursable Kilometres**

From	To	Comments
Home (normal work hours)	Regular worksite	Cannot be claimed
Home – Call Out (outside of normal work hours)	Worksite(s)	Claim actual distance
Home	Alternate Worksite or Business Meeting within Metro Vancouver	Claim the lesser of the actual distance travelled from home or the distance from the regular worksite to destination
Home	Airport	Claim actual distance
Campus	Campus	Claim actual distance
Campus	Within Campus	Cannot be claimed
School of Health – Nursing Dept. – Campus	Health Units	Traveller claims and indicates in the Notes column the number of Health Unit visits

**The following motor vehicle-related costs are not reimbursable:**

- Fines related to parking and traffic
- Costs incurred by a traveller as a result of a collision, or other physical damage to the vehicle
- Increases to premiums on a driver's license, insurance costs, deductibles, etc.
- Gas receipts will not be accepted as a reimbursable item except for a rental car

### 3.2.3 Motor Vehicle Rental Expenses

BCIT will reimburse travellers for pre-approved rental vehicle costs based on the original auto rental agreement and the [original rental receipt](#). BCIT will only reimburse fuel costs and collision insurance with [original receipts](#). Please note, all other expenses (e.g., GPS, personal mileage) are deemed personal and are not reimbursable.

## 4. Other Transportation-Related Expenses

[Original receipts](#) showing method of payment are required for reimbursement for miscellaneous transportation expenses, including: road tolls, taxis, parking, ferries, airport transportation and airport parking.

### 4.1 Parking Expenses

For parking meters that do not dispense receipts, travellers may complete the [Mileage and Parking Expense Reimbursement](#) form FIN-152, showing the out-of-pocket expense. When a parking receipt is issued, the traveller is to attach such receipts.

## 5. Claims for Accommodation Expenses

BCIT will reimburse travellers for accommodation, based on the [original receipt](#) showing method of payment. For travel outside of BC, the amount for reimbursement must be included in the

## Travel and Professional Development Claim Procedure

estimated travel costs provided on the [Request for Approval to Travel](#) form (FIN-23)

### 5.1 Extra Accommodation and Per Diem

BCIT may reimburse a traveller for extra night(s) of accommodation and per diem provided that savings in overall travel costs can be demonstrated. This may occur, for example, if a flight taken the following day is less expensive than the cost of the extra night of accommodation and per diem.

### 5.2 Private Accommodation

Travellers may claim a per day amount when staying with a friend or relative who provides private accommodation. No receipt is required; the traveller indicates on the [Travel Expense Claim](#) form (FIN-21) who provided the private accommodation. The reimbursable rate per night applies to the portion of the stay that relates to Institute business; the rate is shown in [Guideline 2005-GU1, Travel and Per Diem Rates](#). Travellers must indicate the number of nights on the [Travel Expense Claim](#) form (FIN-21).

## 6. Per Diems

Receipts for meals are no longer required. These expenses are claimed by using the established rate for the applicable meal(s) based on the per diem shown in [Guideline 2005-GU1, Travel and Per Diem Rates](#). All per diems must be related to Institute business. Per diem rates are subject to change.

The per diem/day allowance must be adjusted for any meals already provided by others (e.g., airline meals, seminar, and convention).

BCIT reimburses the per diem rate established by the [Government of Canada Treasury Board](#) for foreign travel. If the Treasury Board rate of another country after conversion is less than the BCIT daily per diem, the Institute's per diem will be accepted. Please note, incidental allowance is intended to cover minor expenses incurred as a result of travel that are not covered under any other part of this procedure.

Travellers calculate conversion to Canadian dollars by either a documented rate, such as the rate charged on a credit card bill, a currency exchange document obtained while travelling, or as posted on the [Bank of Canada](#) website.

## 7. Hospitality and Alcohol Expenses

Employees may claim entertainment expenses for business associates or other external guests as authorized by the employee's designated signing authority in advance.

Expenses will be reimbursed for alcoholic beverages related to International Education and Foundation activities that further the development of business of BCIT if incurred at a moderate level appropriate to the circumstances.

Alcoholic beverages will be permitted for other hospitality functions with the advance approval of a vice-president or the President.

## Travel and Professional Development Claim Procedure

[Original itemized receipts](#) showing method of payment must be included with all claims.

### 8. Students' Expenses

A student on Institute business will be reimbursed for materials that are incurred for a project, for travelling on a field trip, to a trade show or to a convention. Travel advances will not be provided to students. The request for reimbursement must be accompanied by original receipts, which include method of payment. A [Request for Approval to Travel](#) form (FIN-23) must be completed on behalf of the students by the instructor prior to any travelling outside of the British Columbia area as per [Policy # 7140 Travel – Risk and Security](#).

### 9. Family Members and Travel

BCIT will not reimburse a traveller for additional expenses incurred for a spouse or family to accompany the traveller. [Original receipts](#) must show the breakdown of the traveller's individual cost(s).

### 10. Registration and Membership Fees

An employee may choose from either payment option below:

#### 10.1 Employee Pays

BCIT will reimburse employees for registrations, conferences, and staff training fees with pre-approval from the employee's designated signing authority.

#### 10.2 Institute Pays

On behalf of the employee, payment may be made directly for registration, conference, and staff training fees using the Tuition Registration, Conference and Membership Form ([FIN-113](#)). The original application/invoice must be attached.

For electronic registrations and renewals, the employee attaches the print-out of the electronic confirmation to the form showing the vendor's complete contact information, amount paid and item description(s).

Please note, Financial Services is not responsible for registering and/or renewing memberships. This is the responsibility of the employee. Accounts Payable will send a copy of the application/invoice along with payment to the organization for clarification.

### 11. Authorization for Travel Claims

#### 11.1 When Travel Is Charged To Department Budgets

The designated signing authority who approves travel and professional development is responsible for ensuring that claims for expenses are in accordance with this procedure and are for Institute purposes only.

## Travel and Professional Development Claim Procedure

The traveller's designated signing authority signs the [Travel Expense Claim](#) form (FIN-21) as approval after reviewing the traveller's signed claim form and attached supporting documentation. The approval matrix is shown following.

**Table 2 for Travel Claim Authorization**

Claimant	Signing Authority
Members, Board of Governors	Board Chair or Vice-Chair, and President
Chair, Board of Governors	Board Vice-Chair or Audit & Finance Committee Chair, and President
President	Board Chair or Vice-Chair, and VP, Administration and CFO
Vice President (other than VP, Administration and CFO), others reporting to the President and Executive Board	VP, Administration and CFO
VP, Administration and CFO	President or designate
Associate Vice Presidents, Deans and Directors	Vice President
Associate Deans and Managers	Dean or Director
Program and Department Heads	Associate Dean or designate
All other employees (faculty, instructors, staff)	Designated Signing Authority

### 11.2 When Travel is Charged to Professional Development Funds

For travel claims or the purchase of goods and services to be charged to professional development (PD) funds, the signing authority is the Committee Chair or Coordinator responsible for administering the PD budget.

The traveller and the designated signing authority are responsible for ensuring that the approval to travel, if applicable, is completed and signed off by the employee's department and that related claims for expenses are in accordance with this procedure and are for Institute purposes only.

**Appendix A: Reimbursable Travel and Other Expenses\***

Description of Expense	Yes	No
Telephone calls to traveller's immediate family (10 minutes each day, unless specified in the Collective Agreement)	X	
Internet connection for job related duties while travelling	X	
Consumable materials like booklets, printed matter, photocopying and presentation supplies related to the travel incurred while on BCIT business	X	
Other goods purchased that are not related to travel		X
Credit card or bank fees and interest charges		X
Uninsured auto loss		X
Motor vehicle related costs (e.g., car wash, maintenance, insurance, parking or traffic fines)		X
Expense for failure to cancel accommodations or other travel arrangements unless cancellation was requested by BCIT and approved by designated signing authority		X
Optional hotel charges (e.g., mini-bar, movie rental, spa, hair care, fitness or gym fee, etc.)		X
Baggage fee – first bag	X	
Baggage fee – additional bag or excess weight fee		X
Airline seat selection fee		X
Child or pet care costs		X
Trip cancellation insurance		X
Additional medical insurance		X
Medical insurance for a traveller who will be residing outside of Canada for at least six (6) consecutive months in a calendar year when on BCIT business	X	
Lost or stolen tickets, cash or personal property		X
Travel Visa	X	
Vaccines where employee is asked to travel to a country where vaccines are necessary for health and safety	X	
Room rental including A/V equipment required for BCIT related business	X	
Passport fees		X

\* Reimbursable when accompanied by an original receipt which indicated method of payment used

**Appendix B: Standard Distances between BCIT Campuses**

Standard distances between BCIT campuses All Figures are in km (average distance)						
	Burnaby	ATC	DTC	BMC	GNW	AIC
Burnaby	–	18	12	13	8	17
ATC	18	–	13	23	13	18
DTC	12	13	–	11	4	28
BMC	13	23	11	–	14	29
GNW	8	13	4	14	–	23
AIC	17	18	28	29	23	–

**Burnaby (BBY)**

Main BCIT campus and CARI  
3700 Willingdon Avenue  
Burnaby, BC V5G 3H2

**Downtown Campus (DTC)**

555 Seymour Street  
Vancouver BC V6B 3H6

**Great Northern Way Campus (GNW)**

555 Great Northern Way  
Vancouver, BC V5T 1E2

**Aerospace & Technology Centre (ATC)**

3800 Cessna Drive  
Richmond, BC V7B 0A1

**BCIT Marine Campus (BMC)**

265 West Esplanade Avenue  
North Vancouver, BC V7M 1A5

**Annacis Island Campus (AIC)**

Motive Power  
1608 Cliveden Avenue  
Delta, BC V3M 6M2

**Standard Distances between BCIT and Local Area Hospitals**

Standard Mileage Between BCIT Burnaby Campus and Local Area Hospitals												
All figures are in Km (average distance)	Hospitals											
	BGH	DH	ERH	LGH	LMH	PAH	RCH	RGH	RMH	SMH	SPH	VGH
Burnaby Campus	2km	36km	25km	13km	44km	39km	13km	19km	33km	22km	15km	10km

**BGH - Burnaby General Hospital**  
**DH - Delta Hospital**  
**ERH - Eagle Ridge Hospital**  
**LGH - Lion's Gate Hospital**  
**LMH - Langley Memorial Hospital**  
**PAH - Peace Arch Hospital**

**RCH - Royal Columbia Hospital**  
**RGH - Richmond General Hospital**  
**RMH - Ridge Meadow Hospital**  
**SMH - Surrey Memorial Hospital**  
**SPH - St Paul's Hospital**  
**VGH - Vancouver General Hospital**

**Guidelines Associated with This Procedure**

2005-GU1, Travel and Per Diem Rates

**Forms Associated With This Procedure**

- Request for Approval to Travel, FIN-23
- Travel Expense Claim, FIN-21
- Tuition Registration, Conference and Membership Form, MIN-113
- Mileage and Parking Expense Reimbursement, FIN-152 (PDF)
- Registration/Membership Cheque Request, FIN-113 (PDF)
- Travel Claim Receipt Declaration, FIN-156 (PDF)

**Amendment History**

- |    |            |             |
|----|------------|-------------|
| 1. | Created    | 2006 Feb 21 |
| 2. | Revision 1 | 2006 Oct 10 |
| 3. | Revision 2 | 2007 May 02 |
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| 7. | Revision 6 | 2015 Feb 12 |
| 8. | Revision 7 | 2017 Apr 27 |