

Travel and Expenses

Approved by: VP Finance and Corporate Services

Last Reviewed: March 2014

Purpose

This policy is to establish a framework for employees to manage travel and business expenses.

SCOPE

This policy applies to all full-time, part-time and temporary employees. Specific guidance for contractors engaged in working for BCLC is provided in the [Contractor Travel & Expenses Guidelines](#). The travel and expenses policy for appointees to the BCLC Board of Directors is defined in the Board Manual.

POLICY STATEMENT

This policy sets the principles to be applied by all employees who incur travel or business expenses while on BCLC business. It also defines the responsibilities of employees, supervisors and managers for the submission and authorization of expenses in connection with business travel. It is supported by a Standard that provides more detailed direction with respect to the most common expenses that may be incurred.

PRINCIPLES

The principles that define BCLC's expectations with respect to travel and business expenses are:

- Travel and associated expenses must have a clear business purpose;
- Expenditures must be necessary to fulfil the business purpose;
- Expenses must be reasonable and appropriate to the business purpose;
- Expenses incurred must not be driven by personal gain;
- Expenses must be fully documented and approved as outlined below; and
- Alternatives to travel, such as videoconferencing or teleconferencing, should be used where feasible.

RESPONSIBILITIES

Vice President, Finance and Corporate Services is responsible for the administration and review of this policy and the associated standard.

Management is responsible for:

- Ensuring that their direct reports are fully aware of the BCLC Travel and Expenses Policy and Standard;
- Reviewing expense claims and supporting receipts; and
- Certifying that expense claims submitted by their direct reports are for business purposes, appear reasonable, and comply with this policy and the associated standard.

All employees are responsible for:

- Understanding and fully complying with this policy and the accompanying standard; and

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- Submitting accurate expense refund claims in a timely manner for approval by their direct manager.

COMPLIANCE

Any deviation from this policy and the associated standard must be authorized in writing by the responsible Director.

Employees who are in non-compliance with this policy and the associated standard will be subject to disciplinary action in accordance with the Progressive Discipline Policy and recovery of any reimbursements paid.

REFERENCES

[Progressive Discipline Policy](#)
[Travel and Expenses Standard](#)

POLICY OWNERSHIP

Policy Owner Position	Director, Corporate Services and Facilities
Approving Body	Vice President, Finance and Corporate Services

REVISION HISTORY

Version Number	Approval Date	Approved by	Amendment
7.1	Jan 29, 2015	Vice President, Corporate Security and Compliance	Minor amendment to footer text. This document was re-classified from 'Internal' to 'Public' in order to comply with a directive from the Public Sector Employers' Council. An exemption to policy approval requirements was made due to exceptional circumstances.
7	Mar 31, 2014	Vice President, Finance & Corporate Services	Regular Review – No change
6	Apr 1, 2010		Rewrite of Travel & Expenses Policy and Standard to meet best practice
5	Mar 1, 2008		Update to Expense Procedures
4	Jan 7, 2008		Update to Expense Procedures
3	Jul 13, 2007		Update to Expense Procedures

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Version Number	Approval Date	Approved by	Amendment
2	Apr 30, 2005		Significant re-write to meet best practices and National & Provincial Standards
1	Mar, 18 2003		