

Travel and Expenses

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.

Roles and Responsibilities

Vice President, Finance and Corporate Services is responsible for:

- The administration and review of this policy and the associated standard.

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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
- 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.

Reimbursements paid to an employee may be recovered where non-compliance with this policy and the associated standard is identified.

Policy Ownership

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

Revision History

Version	Effective	Approved by	Amendment
8.1	Jun 26, 2019	Vice President, Finance and Corporate Services	Removed reference to Progressive Discipline Policy.
8.0	Feb 28, 2018	Vice President, Finance and Corporate Services	Change in Policy Owner from Director, Corporate Services & Facilities to Director, Corporate Finance.

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Version	Effective	Approved by	Amendment
7.0	Jan 29, 2015	Vice President, Finance and Corporate Services	This document was reclassified from 'Internal' to 'Public' in order to comply with a directive from the Public Sector Employers' Council.
6.0	Apr 1, 2010		Rewrite of Travel & Expenses Policy and Standard to meet best practice
5.0	Mar 1, 2008		Update to Expense Procedures
4.0	Jan 7, 2008		Update to Expense Procedures
3.0	Jul 13, 2007		Update to Expense Procedures
2.0	Apr 30, 2005		Significant re-write to meet best practices and National & Provincial Standards
1.0	Mar 18, 2003		