

The BPS Directive is based on four key principles.

1. Accountability – Organizations are accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.
2. Transparency – Organizations are transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.
3. Value for Money – Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
4. Fairness – Legitimate authorized expenses incurred during the course of the business of an organization are reimbursed.

The expense must be for business purposes only and excludes any and all expenses which are personal in nature. At King's University College, this means that the expense must be directly related to the performance of teaching, research and professional duties.

Professional Development Fund

In order to provide a context for the preceding information, it is important that you become familiar with the negotiated agreement between King's University College and King's University College Faculty Association (KUCFA) or the Professional and Administrative Officers Association (PAOA).

The agreements outline expenses that may be claimed as we 0 0 1 331BT19(in)8()-10 G(th)(A)-2(d)

Ineligible Expenditures

Some expenditures which are **NOT** eligible for reimbursement include:

Expenditures of a personal nature, such as childcare expenses, luggage, flowers and passport costs

Parking fines, speeding tickets, 407 ETR tolls and other like charges

Home office furniture (desk, chair, refrigerator, television, etc.)

Home cleaning, maintenance or renovations

Watches

Lamps, carpets and pictures

Library fines

Food and beverage charges of the faculty member where there is no travel involved to attend scholarly conferences, field trips, research visits or workshops

Reimbursements for the value of travel reward points

Gift purchases for employees

Passports

Toiletry articles

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.

Expenses related to boarding or travel costs for pets

Expenses of any companion without pre-approval

Installation and hardware costs associated with home internet and services are not eligible for reimbursement by the University

(Please note that this is not an exhaustive list.)

Travel and Conference Funding

When making travel arrangements, "value for money" considerations must be paramount. Careful consideration of costs, mode of travel, travelling time and convenience will realize the most economical and effective use of all resources.

In order to further assist you in your academic activities, King's University College will reimburse travel and conference expenses at which you are chairing or presenting a paper. Section XII of the Faculty Terms and Conditions states,

In addition to the Professional Development Fund, there will be an additional fund from which all-reasonable travel expenses (limited to three days' attendance in Canada and the United States) or partial expenses for trips abroad (limited to five days), will be reimbursed in the cases of Full-Time Faculty members chairing a session or presenting a paper at a learned society. Prior approval of the Department Chair and Academic Dean is required, as are third party, detailed receipts for travel and hotel expenses.

Below is the typical course of events that follows the approval of your Department Chair as well as that of the Academic Dean for the conference you wish to attend.

Complete and submit the Presenters Travel and Conference Fund Request located on the Accounts Payable webpage. Once approved by the Academic Deans Office, you will receive an electronic approval email. If incurring expenses prior to travel (flight, train, etc), submit the claim along with receipts and the approved Presenters Travel and Conference form to Accounts Payable for review and reimbursement.

Before leaving on your conference, you should become familiar with the King's University College Board of Director's Procedure for Travel Reimbursement. Please pay particular attention to the limits and restrictions that are applied to meal expenses while traveling.

Attend the conference. Be sure to obtain all original itemized receipts relevant to the conference you are attending.

Upon your return, submit all relevant expenses as well as the approved Presenters Travel and Conference Fund form to Accounts Payable for review. If all expenses adhere to the University policy, reimbursement will be completed within 15 business days.

If you have any questions regarding Travel and Conference Funding available to you or your current active balance, please contact the Manager of Administrative Affairs in the Academic Dean's Office at extension 4304.

If you are unsure of whether an expense will meet the guidelines, Finance staff can be contacted in advance for a determination.

Research Grant Funding

Internal Research Grant Funding is available to full-time members of Faculty as per the Faculty Association Collective Agreement:

The College shall provide research funds, exclusive of computer costs, to be distributed by the VPAD or designate on the recommendation of the Research Grants Committee of Faculty Council. Amount will be as per the Faculty Association Collective Agreement. The funding limit on individual projects will be periodically established by the Research Grants Committee subject to approval by Faculty Council.

Please review complete Guidelines for Research Grants approved by Faculty Council.

Hospitality

As a Broader Public Sector (BPS) organization, King's University is guided by the BPS Expenses Directive. The full BPS Expenses Directive can be found at:

http://www.mgs.gov.on.ca/en/Spotlight2/STDPROD_098139.html

Business Meals

Business meals are defined as an expense for meals where student(s), staff and faculty and/or other external parties are present for the purpose of conducting substantial and bona fide business on behalf of the University. Individuals must exercise fiscal responsibility when choosing restaurants. High-end establishments must be avoided unless circumstances dictate that such a

Foreign Currency Expenses

When making purchases in a foreign currency, please be sure to do one of the following in order to be reimbursed appropriately:

Provide a copy of your credit card or bank statement with the foreign currency receipt in order to be reimbursed the Canadian Dollar equivalent of your payment.

Provide a foreign currency exchange receipt with your claim. The exchange rate provided will be used for all cash transactions claimed.

Calculate the exchange rate using the Bank of Canada's daily currency exchange rates to support your calculations. Include all of the documentation with your claim.

Any foreign currency transactions not claimed in one of the above manners will be converted by using Bank of Canada's Rate on the day the transaction occurred.

When foreign currency transactions are submitted in a language other than English, a detailed description of the expense is required for each instance.

Part-Time Faculty Members

If you are a Part Time Faculty Member and have a provision for any of the named sources of funding in your contract please note the following:

Your eligible expenses must fall into the same period for which your contract is valid.

Your expenses must be submitted prior to the end of your contract date or fiscal year end, whichever comes first.

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Frequently Asked Questions

What is the appropriate documentation for on-line purchases?

Print the electronic document that indicates the date, supplier, the nature and cost of the item(s), applicable taxes, HST registration number if applicable and method of payment.

If the method of payment is not noted on the receipt, attach documentation that indicates payment. For example, if paid by credit card attach a copy of your credit card statement highlighting the specific transaction. You may redact any information on the credit card statement not relevant to the specific transaction.

What is the appropriate documentation for recurring expenses paid by pre-authorized payment?

Expenses, such as recurring monthly Internet access fees, are often paid by pre-authorized payment to a credit card or bank account.

The supplier or service provider provides paper or electronic invoice of each charge. The method of payment is indicated on the invoice. Submit the invoice for each period claimed. Internet service providers provide electronic access to accounts so that the invoice may be printed.

Why is my claim adjusted?

Below are some reasons why your claim may be adjusted. The list is not exhaustive.

Your claim is adjusted for any expense that does not relate to the period for which you are entitled to reimbursement. For example, the original receipt may be dated prior to or after the period for which the reimbursement is entitled.

Your claim is adjusted for any expense where you ordered but did not receive the goods. For example, you may order goods on-line on April 29th of the current year with a delivery date of May. Although you may pay for the goods upon ordering there is not expense (i.e. realized benefit) until the goods are received. The item must be received within the period for which reimbursement is entitled.

Your claim is adjusted for any expense where you did not include an original itemized receipt. Photocopies or Credit Card receipts are ineligible.

Your claim is adjusted for ineligible expenses.

Accounts Payable will notify you of the adjustment and reasons for the adjustment.

Related Policies, Procedures and Guidelines