1. PURPOSE
   This procedure provides guidance and direction to ensure that all travel arrangements and reimbursement of expenses are completed according to Medicine Hat College’s (MHC) Travel and Expenses policy.

2. SUPPORTING
   • FN-01 Travel and Expenses (the Policy).

3. DEFINITIONS
   All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE
   4.1 Approval Process
   (a) Prior authorization and determination of the necessity for business travel must be obtained from the signing authority prior to any travel arrangements being made. The authorization must be verbal, in writing or via email.
   (b) After the expense has been incurred, a Travel Claim (example – Appendix A) must be completed and signed by the claimant and approved by the signing authority. The travel claim can be accessed through Source and pre-filled online. The following information must be provided on the travel claim in order to be processed:
      i. Claimant name, meeting/conference name and location, departure date and time, return date and time.
      ii. All other expenses that apply to the related travel must be documented on the travel claim.
   (c) The signing authorities will verify that all travel arrangements and expenses are consistent with the Travel and Expenses policy and procedure, the correct department is charged for the expenses, and the documentation submitted is complete and will prove satisfactory to internal and external auditors.
4.2 Combining Business and Personal Travel.
   i. Obtain and print a quote for the business portion of the trip.
   ii. Book and print a receipt for the entire trip including both the business and
       personal portion of the trip.
   iii. The quote and the booking are to be obtained on the same day.
   iv. When submitting the request for reimbursement, both the quote (i) and the
       receipt (ii) are to be submitted together.

4.3 If the submitted claim does not meet the requirements of the policy and procedure,
   the submission will be returned to the signing authority for clarification.

5. ADDITIONAL INFORMATION
   Appendix A – Travel Claim

ORIGINAL COPY SIGNED
Wayne Resch
Vice-President, Administration and Finance

Date: March 11, 2020

DOCUMENT HISTORY
February 2018 Procedure approved
March 2020 Revised procedure approved