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## Medicine Hat College Procedure TRAVEL AND EXPENSES

Procedure #: PR-FN-01-01  
Procedure Authority: Executive Director, Corporate Finance  
Executive Sponsor: Vice-President, Administration and Finance  
Approved by: Vice-President, Administration and Finance  
Effective Date: March 11, 2020

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### 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 on-line. 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