
Committee Responsibility: Board of Directors

Adopted: July 2016

Policy: 20.02

Last Amended: -

1. USE OF PERSONAL VEHICLE

Use of personal vehicles will be reimbursed on a per kilometer bases at the Canada Revenue Agency non-taxable rate. Kilometer calculations shall be from the claimant's home campus to the destination, or from the claimant's home to the destination, whichever is less. Should the claimant not have a home campus, the Douglas College campus closest to the destination shall be considered the home campus for that trip.

Parking costs shall be reimbursed for approved travel outside Douglas College and for required attendance at a Douglas College campus for work-related activities.

2. PUBLIC TRANSIT RATES

Public transit shall be reimbursed based on the current Translink Rates for a single fare for the travel in question. No receipt shall be required.

3. PER DIEM RATES

Full day per diem rates are as follows:

- \$20 per day for travel and meetings at which meals are provided.
- \$55 per day for travel and meetings at which meals are not provided.

Partial day per diem shall be \$35 provided that the travel or meeting exceeds 4 hours in duration.

4. CHILDCARE

The following rates shall apply to a member of the Representative Committee who qualifies for childcare reimbursement:

- \$15.00 per hour to a maximum of \$95 per day for one child;
- \$17.50 per hour to a maximum of \$115 per day for two children; and
- \$20.00 per hour to a maximum of \$130 per day for three or more children.