
POLICY TYPE: GENERAL POLICY – Financial Directives

Policy No: FD 1

POLICY TITLE: Reimbursement of Costs Incurred

Approval Date: March 27, 2014

Revision Date: September 23, 2023

To outline the policy related to claims for reimbursement of expenses incurred.

Policy:

1. The College shall reimburse an individual for expenses incurred while engaged in authorized activities of the College.
2. Expenses eligible for per diem reimbursement are those included in the National Joint Council (“NJC”) Directives:
 - a. Appendix B of NJC – [Kilometric Rates](#)
 - b. Appendix C of NJC – [Allowances](#)
3. The National Joint Council publishes revised schedules quarterly (January, April, July, and October). The College shall review and revise rates according to the current publication annually for the ensuing fiscal year.
4. Kilometric Rate is the rate payable in cents per kilometre for use of a privately owned vehicle driven on authorized College business travel. Travel distance shall be calculated from point of origin to the Winnipeg perimeter. Travel reimbursement does not include travel within the city limits.
5. Reimbursement of incidentals includes, but is not limited to, phone calls, service charges, etc. incurred while conducting authorized College business.
6. Receipts are not required for expenses which fall within the per diem allowance.
7. Receipts are required for reimbursement of all other expenses (air/rail/bus transportation, parking, taxi, accommodation, other).
8. Required receipts must be attached to the Expense Claim Form at the time the claim is submitted.
9. Reimbursement will be made for reasonable and justifiable expenses.