

## REIMBURSEMENT CLAIM GUIDELINES

**Only chairs and co-chairs of provincial articulation committees** are eligible to claim travel and accommodation expenses, as long as they conform to BCCAT's Expense Claim Guidelines. We are only able to compensate one night's accommodation.

BCCAT has the right to refuse to reimburse expenditures considered to be excessive, unjustified or irresponsible, notwithstanding any supporting vouchers submitted. Pre-approval is required in exceptional travel circumstances and/or cases where the most economical travel arrangements cannot be made. Please contact Adina Dropol at [adropol@bccat.ca](mailto:adropol@bccat.ca).

Complete the expense claim form and attach original receipts to request reimbursement for travel costs incurred. If your travel expenses are reimbursed by your institution, please file your claim with them in accordance with BCCAT policies and rates, and have your institution invoice BCCAT, accompanied by this completed form and copies of receipts. Documentation includes original receipts indicating item(s) purchased, method of payment (showing last 4 digits of credit card where applicable or a statement indicating cash) and tickets. When the original receipts have been lost or misplaced, you will need to contact the merchant vendor to obtain an electronic copy. For more information and forms: [bccat.ca/about/travel/](http://bccat.ca/about/travel/).

### ACCOMMODATION

Personnel of BC public post-secondary institutions are eligible for BC government accommodation rates. When booking hotel accommodation, be sure to:

- Request the provincial government rate;
- Search for a competitive rate, (cost of a standard room is covered);
- Book well in advance whenever possible.

**Note:** \$50.00 allowance for private non-commercial accommodation (i.e. staying with friends/family).

### TRANSPORTATION

If you elect to drive to a meeting rather than fly, only the lesser amount of either the current economy airfare cost or the mileage cost will be reimbursed. Any car rental costs plus fuel and mileage are covered within this amount. Car rental costs for local transportation only are not normally reimbursed unless approved in advance by BCCAT.

**Note:** Mileage distance/rates are calculated from your regular work address not home address. Please also provide a Google map with starting point and end point identified for reimbursement.

### MEALS

Typically, the maximum meal allowances noted below will apply. When claiming a lesser amount for individual meals itemized receipts and proof and method of payment are required. Receipts are not required when claiming per diem amounts. Per diems should be prorated for partial days. Meal claims must exclude any charge for alcohol. If engaged in approved BCCAT business over a meal, the maximum allowances may be exceeded at the discretion of Dr. Robert Fleming, Executive Director and claims must be accompanied by receipts.

RETURN YOUR EXPENSE CLAIM TO:

Adina Dropol, Office Coordinator  
British Columbia Council on Admissions and Transfer 709 – 555 Seymour Street, Vancouver, BC, V6B 3H6

Reimbursement cheques are issued by BCIT on behalf of BCCAT (within 3-4 weeks).

BCCAT Expense Claim # \_\_\_\_\_

Name: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Reimbursement  
 Cheque Sent To: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email Address: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Purpose of Travel: \_\_\_\_\_  
 \_\_\_\_\_

Date dd/mm/year	Meals/ Per diem					Transportation & Mileage						Accommodation	Totals
	Breakfast per diem \$24.35	Lunch per diem \$24.65	Supper per diem \$60.45	Incidentals (Full Day) \$17.30	Incidentals (Half Day) \$8.65	Total Mileage	Per km rate	Other (ie: ferry, transit)	Air	Taxi	Parking		
Subtotals:													

Explanatory Notes: \_\_\_\_\_  
 \_\_\_\_\_

<b>TRANSPORTATION</b>	If you drive, rather than fly, only the lesser amount of either the current economy airfare or the mileage cost will be reimbursed (including any car rental and fuel costs).
<b>MILEAGE</b>	Submit a google map of the kms from your regular work address to the destination.
<b>MEALS/PER DIEMS</b>	You may only claim for meals and incidentals <b>where not provided</b> e.g. by the airline, hotel or host.
<b>ACCOMMODATION</b>	1. Request the provincial government rate. Book well in advance. Standard room cost is covered. 2. \$50.00/day may be claimed in lieu of hotel accommodation when alternative accommodation is provided (e.g. friend, relative or colleague)
<b>NOTES</b>	1. Attach original receipts. Hotel and airline receipts <b>must show the last 4 digits of the credit card</b> used and must indicate that payment has been made in full. 2. Reimbursement cheques are issued by BCIT Financial Services on behalf of BCCAT, within 3-4 weeks. <b>BCCAT has the right to refuse to reimburse expenditures that are considered to be excessive, unjustified or not in accordance with BCCAT policies.</b>

Please send expense claim form and supporting documentation to:

Adina Dropol  
 BC Council on Admissions and Transfer  
 709 - 555 Seymour Street  
 Vancouver, BC V6B 3H6  
 604-412-7793 [adropol@bccat.ca](mailto:adropol@bccat.ca)

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_