



Travel Information Checklist

After you return from your trip:

- Travel expenses will not be reimbursed from Petty Cash or Cheque Requisitions. Claims should be submitted online using Concur Expense report. The Concur system can be accessed using the College's sign on site: <https://cna-adfs.cna.nl.ca/adfs/ls/idpinitiatedsignon>
- Claims should be submitted within 10 business days of returning from the trip. Travel Advances must be accounted for within 10 days of returning from travel or it may be recovered from the employee's pay.
- Initial Departure and Final Arrival times are required to be indicated on the claim as part of your itinerary. When claiming mileage, you also need to indicate these times.
- Any mileage claimed for travel within the destination area should be separate from the mileage travelled to get to/from the destination. It should also contain details of what the mileage is for.
- Telephone calls claimed should be indicated as Business or Personal. Only one personal call per night (5 minutes per night) is allowed but the employee can accumulate the minutes for the travel period.
- Gratuities are only allowed on Entertainment and Group Meeting Expenses. Only 15% of the pre-tax amount will be reimbursed.
- For travel that includes a personal component, employees must include documentation showing the travel costs without the personal component in addition to the actual cost with their claim (ie. email/itinerary from Legrow's Travel with both airfare costs). Any additional costs incurred as part of the personal time will not be reimbursed.
- If an outside agency has reimbursed an employee for travel costs, the individual has to follow all College Policies and Procedures and submit the travel claim to the College. Only College approved rates can be claimed on the individual's travel claim even if the rates approved by the outside agency are different. The employee has to indicate the details and amount of the reimbursement by the agency. This amount should be deducted (using the Accounts Receivable Deduction expense type) from the total of the claim to the College. The employee is responsible to reimburse the agency or pay the College any amount paid directly to them in excess of the College claim,
- If an outside agency is going to reimburse the College for the cost of the claim, the individual has to follow all College Policies and Procedures and submit the travel claim to the College. Only College approved rates can be claimed on the individual's travel claim even if the rates approved by the outside agency are different. The employee also has to submit an Invoice Request form with the amount to be invoiced along with details of what to send the agency including any other paperwork required by them. The College will then invoice the agency directly.
- If the outside agency is paying for the travel costs directly, then the Travel Authorization and Expense Report should be completed indicating what costs are paid directly by the agency. Any costs not covered can be claimed through the College as per the College Travel Policies and Procedures.
- Concur Expense reports are submitted online and all documentation must be attached to the claim. For paper claims, submit all receipts and related items (ie. Continuous Learning forms) to Accounts Receivable after all approvals are received to avoid delays.