

1. Who is eligible?

Employees, volunteers and contractors that have been outlined in the Travel and Expense policy.

2. What directive is this policy following?

This policy is based on the Ontario Broader Public Sector Expenses Directive issued by the Management Board of Cabinet and the Travel Directive by the National Joint Council of the Public Service of Canada.

3. When does the Travel and Expense Policy apply?

The policy applied to business travel, such as:

- attending a business meeting
- attending a conference
- travelling for business internationally.

4. Is there a daily allowance for meals?

There is a daily allowance for meals; please, refer to section 9 of the policy.

5. Is a receipt needed to be eligible to claim an allowance?

Receipts are not required to claim within the meal reimbursement rates, but if more is spent on a meal, the allowance rate is reimbursed, not the meal cost.

An individual must be outside the vicinity of their office, i.e., the GTA:

- if the meeting is at noon, breakfast allowance is not available unless travelled to the meeting the day before
- if the meeting is completed at noon, dinner allowance is not available unless returning the next day or past the dinner hour

6. What is the allowance for U.S. travel?

Please refer to section 9 of the policy for available allowances for U.S. travel.

7. What is the allowance for international travel?

Reimbursement rates determined by the federal government will be used for claims where the meal expenses were incurred outside of Canada. A clear description of each Incidental charge must be provided with itemized receipts if available. For more information on the allowance by town/country, refer to the [current version of the National Joint Council Travel Directive](#). These rates are an allowance and include taxes and gratuities.

8. When is travel authorization required?

A travel authorization is mandatory for all business trips requiring an overnight stay. For frequently scheduled business meetings, monthly travel authorization approval is available. For more on travel approvals, see Appendix A in the policy for the required authorization process.

9. Is an i3 form required for each business travel authorization?

Completing an i3 form is standard, but email approval is also accepted if required for multiple business travel trips within the same month, i.e., Seneca International. All approval must be obtained prior to the travel date. Email approval is needed each time a travel expense form is submitted for reimbursement.

10. How do I check if health insurance coverage is available before traveling?

Please refer to your employee benefits plan for coverage information.

11. Should rental car insurance be purchased when renting a vehicle?

Yes, this is a reimbursable cost.

12. For staff meetings, is there an allowance for refreshments?

Yes, but costs for meeting meals should be reasonable. Personal meal allowances can be used as a guide as outlined in section 9 of the policy.

13. How much is the allowance for office events?

Seneca covers office events, retirement parties and staff holiday parties/lunches to a maximum of \$20 (including taxes and gratuities) per person attending. They require prior approval of a Vice-President. Approval of the President or delegate is required if alcohol is to be served at these events.

14. How much is allowed for gifts of appreciation?

Gifts purchased for social events held within a department are not reimbursable expenditures. Items purchased will be funded by the department collections for the gift, such as those for religious holidays, birthdays, weddings or the birth of a child. Please refer to section 13 of the policy for more details.

15. Are cellphone costs covered when travelling?

Yes, cellphone costs are covered. Roaming in the U.S. is enabled by default for all employees and does not need to be purchased separately.

Employees travelling to countries other than the U.S. must purchase a specific plan for the country or region. Before leaving on trips outside North America, please check with Seneca's cellular plan representatives at Bell and Rogers for the best travel package, or contact Telecom at telecommunications@senecacollege.ca for assistance.

16. Can I be reimbursed if traveling from a home office to Seneca campuses?

With the flexible and hybrid work model there are no home campuses, so only inter-campus travel is reimbursable.

17. Is mileage reimbursable?

All campuses, except for Peterborough, are not eligible for reimbursed travel if commuting from home. Intercampus travel is reimbursable, Please refer to the [mileage chart on MySeneca](#).

18. Is parking reimbursable if designated to work from home?

Parking at any campus is a personal expense and it is not reimbursable.

For additional information on preparing for your travel, please refer to the Travel and Expense Checklist and the Travel and Expense Quick Guide on MySeneca.