

Field Safety Services – Expense Claim Reference Guide

The purpose of this document is to support Field Safety Services employees in submitting their expense claim to the admin team for processing. Please see [MAPP 5.6.1B.1](#) for corporate policies on business and travel expenses.

<p>AIRFARE</p>	<ul style="list-style-type: none"> • Must be booked through Vision Travel (exceptions for Harbour Air or remote airlines) • Travel outside of BC and AB must be pre-approved by Safety's SVP • Written manager pre-approval required when combining personal travel with business travel <ul style="list-style-type: none"> ○ Extra cost of airfare (hotel, rental vehicle, gas, airport parking, etc.) to be paid by employee – obtain quotes from Vision Travel to show cost comparison of airfare
<p>HOTEL ACCOMMODATIONS</p>	<ul style="list-style-type: none"> • Must be booked through Vision Travel (exceptions for remote locations) • Must book hotels on Provincial Government approved list – exceptions for remote locations • Hotel quotes (3) from Vision must be provided for travel to the Lower Mainland and Victoria <ul style="list-style-type: none"> ○ Most economical hotel should be selected ○ Justification and manager's approval required if more expensive hotel is selected • Employees should be staying at hotels located closest to their meeting locations – e.g. hotel in Burnaby/New West for travel to Edmonds <ul style="list-style-type: none"> ○ Manager approval required if an employee chooses to stay at hotel not located near their meeting location. Employee to pay difference in cost • Employees travelling to attend meetings at Dunsmuir and Edmonds should be staying at hotels located on the SkyTrain line <ul style="list-style-type: none"> ○ Employees may choose to stay at a hotel off the SkyTrain line and rent a vehicle if it is the same price or less than staying at a hotel located along the SkyTrain
<p>LIVING OUT ALLOWANCE</p>	<ul style="list-style-type: none"> • \$130/night – enter in SAP Time & Labour (wage code 1260) • TD4 Declaration form must be filled out and submitted to Payroll • Cannot claim per diems in combination of LOA • Employees travelling to Edmonds or Dunsmuir who want to stay at a private residence must obtain manager approval if a rental vehicle will be required.
<p>TRAVEL MEALS</p>	<ul style="list-style-type: none"> • Per diem meal allowances: \$11 for breakfast, \$14 for lunch, \$26 for dinner, \$51 all day • When travelling to meetings where catering is provided, employees should not be claiming per diem for that meal – let meeting organizer know of dietary restrictions/allergies • When hotel provides free, hot breakfast – employees should not claim breakfast per diems unless dietary restrictions/allergies prevents this
<p>OVERTIME MEALS</p>	<ul style="list-style-type: none"> • Can be claimed when an employee works 2 hours before or after their regular shift, or when called in and works 4 hours of OT • Must be receipted – include itemized and credit card receipt • Must be within the per diem meal allowances and includes taxes and tip – i.e. \$11 for breakfast, \$26 for dinner • Must be prepared, ready to eat food – not frozen or uncooked • T&L entry should be consistent with OT meal claim
<p>CATERING</p>	<ul style="list-style-type: none"> • Catering for meetings under 4 hours requires approval by Safety's SVP – includes donuts and coffee for crews • Employees cannot put in for a per diem lunch if they attend an all-day meeting that is not catered, unless they are on travel status.
<p>RENTAL VEHICLES</p>	<ul style="list-style-type: none"> • Should be booked through Vision Travel – preferred suppliers are National, Enterprise and Driving Force • Typically not required when travelling to Dunsmuir, Edmonds or other locations located along the SkyTrain line. Employees should be staying at hotels along the SkyTrain line and travel via SkyTrain <ul style="list-style-type: none"> ○ For travel to Edmonds, employees may choose the most prudent option of either a taxi to/from the airport or a rental vehicle ○ If an employee cannot take the SkyTrain due to an injury/illness and/or because they are carrying equipment they can seek manager approval to rent a vehicle.

<p>SKYTRAIN</p>	<ul style="list-style-type: none"> • Day-passes should only be purchased if they are the most cost-effective option – e.g. travelling 3 zones, or multiple trips in one day • Employees headquartered at Edmonds should travel via Skytrain to other locations along the SkyTrain line – if they choose to drive, they can only claim equivalent SkyTrain fare, not parking and mileage. <ul style="list-style-type: none"> ◦ If an employee cannot take the SkyTrain due to an injury/illness and/or because they are carrying equipment they can seek manager approval to drive and claim parking and mileage. • Compass Cards are not recommended for FSS employees due to administrative process associated with them <ul style="list-style-type: none"> ◦ Compass Card users must adhere to MAPP Policy and include usage history and travel log with trip details with expense reports.
<p>MILEAGE – EMPLOYEE OWNED VEHICLE</p>	<ul style="list-style-type: none"> • Reimbursement rates are: <ul style="list-style-type: none"> • 4x2 - \$0.55/km up to 1000km in a month, \$0.49 thereafter • 4x4 - \$0.765/km up to 1000km in a month, \$0.49 thereafter (4x4 mileage claim requires manager pre-approval) • Mileage will be paid to and from locations during a day only to the extent such mileage exceeds the employee's normal mileage to and from his or her headquarters. • Exceptions for when employees do not need to deduct mileage between their usual HQ and home are: <ol style="list-style-type: none"> 1) Travel between home and airport, reimbursement for the round trip is the lesser of actual mileage (plus parking) and taxi fare 2) Use of personal vehicle on BC Ferries for business purposes 3) Destination is more than 200km from HQ (one way) 4) Use of personal vehicle while on travel status • Mileage must be recorded on the FSS Expense Form in the mileage section – date, destination, total km, purpose of travel and charge number must be provided
<p>MILEAGE IN LIEU OF AIRFARE</p>	<ul style="list-style-type: none"> • Where air travel is available and appropriate but an employee chooses to travel by personal vehicle, they will be reimbursed the lesser of: <ul style="list-style-type: none"> ◦ Actual mileage ◦ The lowest equivalent airfare • Pre-approval from manager must be obtained in writing • The following documentation must be included with the expense claim: <ul style="list-style-type: none"> ◦ Email approval from manager (pre-approval) ◦ Airfare quote from Uniglobe • Calculation of mileage (Google Maps)
<p>CONFERENCE & EXTERNAL TRAINING</p>	<ul style="list-style-type: none"> • Attendance at any external conference requires written approval from Safety's SVP • Attendance for any external training requires written approval from your manager • Remember to include approval documents with your expense claim
<p>EQUIPMENT PURCHASES</p>	<ul style="list-style-type: none"> • OSHS' should not be purchasing equipment for their client groups – review with your manager prior to purchase if you are unsure • This does not include maintenance on safety equipment, supplies you need to carry out your job duties (e.g. fit testing), or sample analysis
<p>NON-ALLOWABLE EXPENSES</p>	<ul style="list-style-type: none"> • Traffic violation tickets, such as speeding or using an electronic device while driving • Travel related expenses for another BC employee or contractor • Fuel, fluids, wiper blades or maintenance of BCH vehicles • Airline cancellation insurance • Personal expenses • Snacks, candies, coffee, donuts, etc. cannot be claimed as miscellaneous items over and above per diem rates • Meals and taxi gratuities in excess of 15%

Expense Claim Submission

Expense claims should be sent to the BIS Team in one monthly package. Expenses will be entered into SAP once a month on your behalf. [FSS Expense Forms](#) must be filled out and included with expense claims. There are 3 tabs in the excel spreadsheet:

- 1) Credit Card – to be attached to corresponding credit card receipts – one form per trip is acceptable
- 2) Missing Receipts – fill out for missing receipts
- 3) Out-of-Pocket – for per diems, mileage and any other OOP expense (e.g. meter parking)

The expense forms must be printed and sent along with receipts via OCS. Electronic versions/scanned copies will not be accepted.

- ★ **A detailed business reason – what, where, when, why (and who, if applicable) – must be provided for all receipts and OOP expenses.**
 - Include project name, not just project number
 - Include training course name, not just course number – e.g. SAFE-564 Confined Space Supervisor
- ★ All approval documentation must be included with expense claim
- ★ **Any expenses that are outside of BCH policies or department guidelines must be accompanied with a justification/explanation for the expense and manager approval**
- It is recommended that you make a copy of your receipts for your records (in case they get lost in the OCS)
- Expenses that are missing information or are not accompanied by expense forms will be returned to the employee to correct
- It is the responsibility of the employee submitting the expense claim to track down any missing receipts or to follow up on any disputed or incorrect credit card charges.

OCS Expenses to:

BIS Team
Field Safety Services
Edmonds C03

[See the following pages for examples on how to fill out the expense forms.](#)

This form should be used for corporate credit card receipts. One form per trip is acceptable, but single purchases not related to a trip must have a separate form.



Use this form for corporate credit card receipts

Field Safety Services - Expense Details Summary

Only one form per trip is required.

Complete and attach this form to **all original credit card receipts**.

Refrain from using **abbreviations**.

Employee Name: First and Last Name

Date(s) Oct 23-29/19

Nearest City: Burnaby **BCH Site/Location:** Edmonds

Details - Purpose for travel or expense, include specific details as what & who you are meeting or attending and/or other business reasons for trip:

Attending Field Safety Services Town Hall meeting

Charge Numbers: 800088888

Types of Expense incurred:

- RECEIPTED MEALS OVERTIME MEALS - please also indicate on receipt
- PER DIEMS - complete out of pocket form
- RECEIPTED MEALS OVER ALLOWABLE AMOUNT - include justification on receipt
- AIR FARE AIRFARE EQUIVALENT - include manager approval email and Uniglobe airfare quote
- HOTEL ACCOMODATION LIVING OUT ALLOWANCE CLAIMED IN SAP
- MILEAGE CLAIM - complete out of pocket form List dates claimed: Oct 23-28
- VEHICLE RENTAL TAXI PUBLIC TRANSIT - includes Ferries
- MISSING RECIEPTS - complete on missing receipt form
- OTHER parking at Kelowna airport
- OTHER fuel for rental vehicle
- OTHER



Use this form for corporate credit card receipts

Field Safety Services - Expense Details Summary

Only one form per trip is required.
 Complete and attach this form to **all original credit card receipts**.
 Refrain from using **abbreviations**.

Employee Name: First and Last Name

Date(s) Nov 1-3/19

Nearest City: Kitimat BCH Site/Location: Minette Substation

Details - Purpose for travel or expense, include specific details as what & who you are meeting or attending and/or other business reasons for trip:

Conducting formal verifications on LNG Load Interconnection project.

Charge Numbers: TY-1234 A01C

Types of Expense incurred:

- RECEIPTED MEALS OVERTIME MEALS - please also indicate on receipt
- PER DIEMS - complete out of pocket form
- RECEIPTED MEALS OVER ALLOWABLE AMOUNT - include justification on receipt
- AIR FARE AIRFARE EQUIVALENT - include manager approval email and Uniglobe air fare quote
- HOTEL ACCOMODATION LIVING OUT ALLOWANCE CLAIMED IN SAP
- MILEAGE CLAIM - complete out of pocket form List dates claimed:
- VEHICLE RENTAL TAXI PUBLIC TRANSIT - includes Ferries
- MISSING RECEIPTS - complete on missing receipt form

Use this form for corporate credit card receipts

Field Safety Services - Expense Details Summary

Only one form per trip is required.
 Complete and attach this form to **all original credit card receipts**.
 Refrain from using **abbreviations**.

Employee Name: First and Last Name

Date(s) See dates below

Nearest City: Burnaby **BCH Site/Location:** Edmonds

Details - Purpose for travel or expense, include specific details as what & who you are meeting or attending and/or other business reasons for trip:

Parking at Edmonds for various meetings:

Oct 5 - attending Mentorship Committee Meeting

Oct 6 - attending OSHS Technical Working Group Meeting

Oct 7 - meeting with manager and working out of Edmonds for the day

Charge Numbers: 80001234

Types of Expense incurred:

- RECEIPTED MEALS OVERTIME MEALS - please also indicate on receipt
- PER DIEMS - complete out of pocket form
- RECEIPTED MEALS OVER ALLOWABLE AMOUNT - include justification on receipt
- AIR FARE AIRFARE EQUIVALENT - include manager approval email and Uniglobe airfare quote
- HOTEL ACCOMODATION LIVING OUT ALLOWANCE CLAIMED IN SAP
- MILEAGE CLAIM - complete out of pocket form List dates claimed:
- VEHICLE RENTAL TAXI PUBLIC TRANSIT - includes Ferries
- MISSING RECEIPTS - complete on missing receipt form
- OTHER Parking

The Out-Of-Pocket form is where you enter expenses for which you need to be reimbursed – per diems, mileage (personal vehicle) and any other expense for which you could not use your corporate credit card.

OUT OF POCKET EXPENSES

PAGE 1 - PER DIEM MEALS & OTHER OUT OF POCKET EXPENSES
 PAGE 2 - MILEAGE

2019-06-10

Use this form for out-of-pocket expenses (expenses you need to be reimbursed for)

Name:		First and Last Name			
PER DIEM MEALS					
Date	Meal Type	Number of Meals	Charge #	Description	Amount
Oct 29/19	Breakfast	1	80088888	Travel home after attending Field Safety Services Town Hall at Edmonds - LOA claimed Oct 23-28/19	\$ 11
Oct 29/19	Lunch	1	80088888	Travel home after attending Field Safety Services Town Hall at Edmonds - LOA claimed Oct 23-28/19	\$ 14
Nov 1/19	Lunch	1	TY-1234 A01C	Travel to Minette Sub near Kitimat to conduct formal verifications on LNG Load Interconnection project	\$ 14
Nov 1/19	Dinner	1	TY-1234 A01C	Travel to Minette Sub near Kitimat to conduct formal verifications on LNG Load Interconnection project	\$ 26
Nov 2/19	All Day	1	TY-1234 A01C	Travel to Minette Sub near Kitimat to conduct formal verifications on LNG Load Interconnection project	\$ 51
Nov 3/19	Breakfast	1	TY-1234 A01C	Travel to Minette Sub near Kitimat to conduct formal verifications on LNG Load Interconnection project	\$ 11
Nov 3/19	Dinner	1	TY-1234 A01C	Travel to Minette Sub near Kitimat to conduct formal verifications on LNG Load Interconnection project	\$ 26

MILEAGE

Date(s)	From	To	Charge #	Description	KMs	Cumulative Mileage	Amount
Oct 8/19	Edmonds	TTC	80001234	attending meeting with safety training to discuss new Confined Space Training - return trip	31	31	\$ 17.05
Oct 9/19	Home (Surrey)	Abbotsford DO	80001234	Excess mileage from home to ABO - meeting with Field Ops manager to review F21 annual safety plan - return trip	26	57	\$ 14.30
Oct 15/19	Home (Surrey)	YVR	TY1234-A014	Travel to airport for trip to Prince George office to attend Prince George Sub upgrade project kick-off meeting/return trip Oct 17	90	147	\$ 49.50
Oct 22/19	Home (Surrey)	Vernon DO	TM0012-0147	Travel to Vernon DO to conduct formal verifications on Vernon Office Upgrade Project. Return trip. Actual mileage is less than equivalent airfare. Airfare was \$502 see quote and Google Map attached	804	951	\$ 442.20