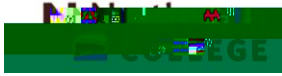


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3.4 Vehicle Insurance

Rental vehicles rented through college approved rental agencies include insurance coverage.

If employees use a personal vehicle while on college business, the following will apply.

- 3.4.1 The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- 3.4.2 It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- 3.4.3 The College will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- 3.4.4 The College is not responsible for reimbursing deductible amounts related to insurance coverage.
- 3.4.5 In the event of an accident, employees will not be permitted to make a claim to the College for any resulting damages to their vehicle.
- 3.4.6 Employees using a personal vehicle are eligible to claim mileage only not fuel costs.

4.0 Transportation

College employees should make travel arrangements or reservations using the approach adopted by the College whether it is a travel management company or another method.

4.1 Air Travel

Air travel is permitted if it is the most practical and/or economical way to travel. Economy (Coach) class is the standard option for ticket purchase. Travel in Business class must have prior approval by the President, and may be considered in the following circumstances:

- on international flights; or
- on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g., health reasons).

Any upgrade charge other than the above is at the personal cost of the claimant.

All air travel is to be booked through the authorized travel agency. Signed and coded request forms are to be forwarded to reconcile invoices.

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11.6 Tips/Gratuities

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