



## **POLICIES and PROCEDURES**

Responsible Unit	Financial Services
Policy Number	T-7
Date Last Updated	5 October 2010
Approving Sector Head	Vice President, Finance and Administration and Chief Financial Officer
Policy	<b>TRAVEL</b>

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### **1.0 Application of Policy**

Travel regulations of the University apply to all funds administered by the university. This policy and procedure governs the reimbursement of expenses, subject to the availability of such funds, to faculty and staff members for reasonable out-of-pocket expenses necessarily incurred on approved University business and subject to the conditions outlined in this policy and on the Statement of Travel Expenses Form.

### **2.0 General**

**2.01** All reasonable expenses for university related purposes will be reimbursed according to the guidelines set by the university up to the authorized limit. Reimbursements are restricted to authorized travelers only. The claimant is responsible to ensure that claims for university travel and entertainment expenses incurred while traveling are prepared and submitted in accordance with University policy. The university retains the right to audit travel and entertainment claims and the reimbursement of a claim does not in itself constitute final approval.

**2.02** The University reserves the right to reject unreasonable travel and entertainment expense claims. A completed Statement of Travel Expenses Form is to be submitted to Accounts Payable Department within 30 days of return.

**2.03** Original receipts (photocopies and credit card/debit card slips are not acceptable) ticket stubs, rates claimed and names of all persons for which expenditures were incurred must be included with the claim, including direct payments made by Acadia University to suppliers. If electronic tickets are issued by an airline, the receipt plus boarding passes must be provided. Receipts are not required for taxi and bus fares under \$5.00. Where federal taxes GST & HST are part of the claim receipt, the amount of taxes must be clearly indicated.

**2.04** Claims made to the University for reimbursement of travel expenses may not be claimed from any other source. Travel expenses reimbursed from another source may not be claimed from Acadia University.

**2.05** When travel is to another country, expense amounts should be in foreign currency amounts to match receipts, which will be converted using the rate in effect at the time the return is processed

### **3.0 Travel Card and Travel Advances**

**3.01** Travel advances will not be issued by the Business Office. The University has implemented the Diners Club International Card Program to eliminate the need for travel advances. ATM charges for the

purpose of obtaining cash advances while traveling on University business will be reimbursed as part of a reasonable travel cost. Applications for obtaining a card should be directed to Kerry LaFrance, Purchasing Department. The University is not liable for any charges relating to delinquent balance(s), or lost or stolen cards. The cards are issued in the name of the employee and are the employee's sole responsibility.

**3.02** The card must be returned to the Business Office and the account cancelled when the cardholder terminates or retires from the University.

**3.03** Diners Club International bills are due and payable by the cardholder within 60 days of receipt of the statement. Delinquent status on a Diners Club International Card is not justification for a travel advance.

**3.04** The University is not liable for any charges relating to delinquent balances or lost or stolen cards.

**3.05** Lost or stolen cards must be reported immediately by telephone to Diners Club International and to the Card Administrator in the Purchasing Department.

#### **4.0 Approvals and Responsibilities**

**4.01** Travel expenses are reimbursed by submitting to Accounts Payable a properly completed Statement of Travel Expenses form. Expense reports require the approval of the individual's immediate supervisor prior to their submission to the Business Office. Unapproved expenses will not be processed until appropriate approvals are obtained.

**4.02** Individuals authorized to approve a travel expense claim and related documentation are responsible to ensure that the expenses are for University purposes and are in accordance with University policy.

#### **5.0 Meals**

**5.01** The University provides a per diem allowance which may be claimed by travelers without submitting receipts and who incur reimbursable meal expenses. The maximum per diem (including taxes) for each full day of travel is:

<u>Meal</u>	<u>Travel in Canada</u>	<u>Travel in USA</u>	<u>Other International Travel</u> Treasury Board Rates (see note 1)
Breakfast	\$10.00	\$10.00	
Lunch	\$12.00	\$12.00	
Dinner	\$18.00	\$18.00	

Note 1: In the case of international travel outside Canada and the United States, the Federal Government rates for meals will be in effect. These rates change from time to time and may be found at the Treasury Board of Canada Secretariat website in Appendix D at: [http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index\\_e.asp](http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp)

**5.02** In the event of partial day travel, the per-meal allowance should be applied accordingly. Where a meal is included in transportation charges or a conference registration fee or when another member of the University submits an entertainment claim for the same meal, the corresponding per-meal allowance cannot be claimed. No receipts will be required to support the per-meal allowance.

**5.03** Gratuities may be claimed in addition to these rates; however, gratuities may not exceed 15% of a particular meal.

#### **6.0 Air Travel**

**6.01** It is the responsibility of the traveler to obtain the most economical airfare available consistent with the purpose of the trip. Whenever possible, travelers should take advantage of discounts. The university will reimburse to a maximum of equivalent economy airfare for travel, regardless of the mode of travel.

Air travel by regular airline operating on a daily schedule shall be at economy airfare by the most direct route.

**6.02** Employees who have arranged fares at less than economy (e.g. excursion fares) which necessitate staying over a Saturday night, may claim the additional accommodation and meal costs provided that the overall cost savings are still realized compared to flying on preferred dates at economy rates.

**6.03** Additional airfare and other costs incurred for stopovers that are not related to University business are the personal expenses of the claimant. Amounts in excess of economy airfare are normally considered to be the personal expense of the employee and are not reimbursable, unless approved by the Vice President-Academic or Vice President-Finance.

**6.04** Original ticket stubs must be submitted with the Statement of Travel Expenses form. Air tickets are to be purchased and travel plans confirmed by the individual. Air tickets purchased in advance to secure seat sales or discount fare may be submitted for reimbursement prior to the trip in order to apply the payment against the Diners Club International charge or personal card where applicable.

**6.05** Flight cancellation insurance is an eligible business travel expense.

**6.06** Airport transportation – if a personal vehicle is used mileage to the Halifax airport from the University he/she will be reimbursed at 200 kilometers return at \$0.32 per kilometer. Taxis or limousine services may be used and in such cases, the claimant will be reimbursed by submitting paid receipts for expenses.

## **7.0 Private Automobile**

**7.01** Travel by private automobile may be necessary to save time, transport equipment, reduce costs, or when a number of persons are traveling together. Where claimants travel outside the Maritime Provinces, their claims are to be prepared on the basis of what it would cost by air, economy rate with 7-day advance booking for the most direct route. The costs to travel to and from the destination cannot exceed the equivalent air cost at the 7-day advance economy rate. If travel by air is more economical, the University will reimburse the employee the cost of equivalent economy airfare at the 7-day advance economy rate only rather than the kilometre rate.

**7.02** If a private automobile is used on approved University business, the owner must ensure that his/her personal automobile insurance is adequate. Under no circumstances will the University accept responsibility or liability for claims arising from such use. See Section 14.0 – Insurance Coverage Requirements.

**7.03** When a privately owned vehicle is used and the mileage is claimed, only one person may claim the kilometre rate.

**7.04** When a personal vehicle is used, mileage may be claimed at the rate of \$0.32 per kilometre. Places traveled and distances covered must be accurately logged and submitted as part of the Statement of Travel expenses. The University normally does not reimburse for distances traveled between the traveler's residence and the University.

## **8.0 Rented Vehicles**

**8.01** In some cases it may be more economical to rent an automobile than to use a private automobile. Proposed rental of automobiles from a car rental agency shall require the express and prior approval of the Sector Head, Dean, Vice President or President as appropriate and will not be authorized unless a savings in cost over other forms of transportation is evident. The University has negotiated reduced car rental rates in association with CAUBO (Canadian Association of University Business Officers); current rates may be obtained by contacting the Purchasing Department or

**8.02** Reimbursement expenses include the rental fee for non-luxury model cars, the km/mileage charge by the rental agency and fuel charges. The University has contracted collision insurance coverage for faculty and staff using rental cars on University business. Collision Insurance coverage offered by car rental agencies can be waived/declined in these instances. It should be noted, however, that this policy carries a \$500.00 deductible which would become the responsibility of the department should any damage occur. If the vehicle is rented using the Diners Club International card, the insurance offered by the car rental

agency can be waived/declined and the deductible is \$0.00. Any questions in this regard should be referred to the Information Liaison Officer in the University Business Office.

## **9.0 Rail**

Rail fares shall not exceed first class transportation and lower standard berth or roomette.

## **10.0 Accommodations**

**10.01** The University rate should be requested for all accommodations. It is the responsibility of the traveler to make all arrangements. Reasonable expenses when supported by a detailed hotel bill are allowable. When reservations are guaranteed, it is the responsibility of the traveler to cancel such reservations should that become necessary. The university will not reimburse for unused reservations. The Canadian Association of University Business Officers (CAUBO) has negotiated reduced rates with many national and international hotel chains in most major centres. Rates and information regarding national and international hotel chains can be obtained by contacting the Purchasing Department or by checking the CAUBO website at [http://www.caubo.ca/pr/index\\_e.cfm](http://www.caubo.ca/pr/index_e.cfm)

**10.02** When submitting accommodations expenses for reimbursement, meals, telephone, and other room charges should be separated from the room bill, this will save time in the processing of claims and expedite reimbursement.

**10.03** When travelers stay with relatives or friends, a maximum daily allowance of \$25.00 per night in Canada and \$25.00 US per night in the US or other countries may be claimed without receipts for actual costs incurred or paid to your host for accommodations. The relevant dates should be specified.

## **11.0 Entertainment (See Entertainment Expenditure Policy)**

Entertainment claims must be submitted separate from travel on the Entertainment Voucher with the appropriate approvals and account coding. Original receipts are required to support entertainment expenses incurred by authorized personnel. Departmental authorities must exercise discretion in approving entertainment expenses and such expenses must be appropriate in the circumstances. The entertainment claim must include the names of all individuals and the purpose of the event. Note: Entertainment costs are not allowable on research grants and contracts unless written permission or ruling is on file with the Business Office.

## **12.0 Medical Insurance**

When a traveler is not covered by the University sponsored Supplementary Group Health Policy while traveling outside of Canada, the individual must arrange for medical coverage prior to departure. The cost of such coverage is a legitimate travel expense that may be claimed, however, this generally is not an allowable expense on research grants and contracts unless written permission or ruling is on file with the Business Office.

## **13.0 Limousine Service**

Limousine service charges, when appropriate must be supported by original receipts. Charges of this nature may not be charged directly to the University. The limousine charges must be paid directly to the limousine service by the traveler and original receipts are to be submitted with the Statement of Travel Expenses for reimbursement. Any claims received by the Business Office for payment to the limousine service will be returned to the limousine service for re-direction to the traveler.

## **14.0 Insurance Coverage Requirements**

If a privately owned vehicle is used on University business the owner must ensure that an adequate level of personal vehicle insurance is maintained. A minimum of \$1,000,000 third party liability coverage is required. In cases where one is using a personal vehicle to transport other faculty, staff or students, in addition to the \$1,000,000 third part liability coverage noted above, it is a requirement that permission of

the underwriter, through the broker, to transport students and staff on university activities be obtained in writing.

### **15.0 Research Funded Travel**

Travel supported by research grants or contracts must comply with the University regulations and policies unless specifically indicated otherwise by the granting agency. Acadia University will honour whatever the granting agency allows, subject to receipt of written confirmation of the allowance.

### **16.0 Partial Claims**

Where additional outside financial assistance is received, the source and amount shall be indicated on the Statement of Travel Expenses.

### **17.0 Ineligible Expenses**

The following expenses have been deemed ineligible for reimbursement:

Alcoholic beverages, except where these form part of a legitimate and documented hospitality expense.

- In room movies
- Traffic fines
- Parking fines
- Airline clubs
- Personal long distance telephone calls. Telephone calls allowing employees to stay in reasonable contact with their immediate family is an eligible expense.
- Additional costs for family members or others beyond the single room rate.
- Personal expenses that are not required in connection with the travel on behalf of the University.
- Laundry, dry-cleaning and/or valet charges will not be allowed unless absence is in excess of five days.
- Expenses deemed ineligible by a sponsoring granting agency (i.e. NSERC/SSHRC). Any questions may be directed to the Manager of Fund Accounting.
- Repair or replacement for damage or loss of luggage or personal effects. Insurance coverage is available to Diners Club International cardholders. For those who do not have a Diners Club International insurance for such a loss during the period of travel is an eligible travel expense.