

Summary of Changes and Clarifications to Procedures for Policy 2.16 Travel & Expenses Reimbursement

Reference	Item	Procedure	Rationale
A.1 – Funding, Legislation, and Other Restrictions	Approval for Exceptions	<i>Exceptions to these procedures should be escalated for additional approval, up to the President or a Vice-President of the University. Where appropriate, Financial Services may provide guidance as to the necessary level of senior management escalation. Legislation or funding agency guidelines must not be contradicted in any circumstance.</i>	Depending on the nature or magnitude of the exception, Financial Services can provide guidance on escalation to the appropriate level of the senior leadership team up to the President.
A.3 – Cash Advances	Cash Advance Minimum	No minimum	The \$1,000 minimum was removed because the administrative cost of issuing advances has been reduced over the years with employees being paid by EFT instead of cheque. In addition, legitimate costs may be incurred in advance of travel for less than \$1,000 and we do not want employees out of pocket for carrying costs.
	Cash Advance Eligibility	No Western Travel Card requirement	Previously, advances were eligible only if the purchase could not be made on the Western Travel Card. However, the Travel Card is not a replacement for a cash advance where expenses are incurred more than 30 days in advance of travel since the payment terms of the card are 30 days.
B.3.2 - Roles and Responsibilities: Approver	Receipt Deadline	<i>Forward all supporting documentation to Financial Services upon final approval of expense report.</i>	Previously, receipts were to be sent within 15 days of approval. There is no reason to delay forwarding receipts as this holds up the processing and payment of paper claims and pre-pay audit online claims.
B.4 – Supporting Documentation	Itineraries	<i>Conference or event prospectus/itinerary</i> <i>Flight or rail travel itinerary (including flights or rail travel paid by Western directly through FCM Travel Solutions)</i>	Provides Reviewers, Approvers, and Auditors with the following information: <ul style="list-style-type: none"> ▪ Start and end dates of travel and conference (confirms period of time that individual was away) ▪ Meals included at conference or in travel fares ▪ Class of travel <p>This documentation is also required by the Tri-Agency Financial Administration Guide → Reporting and Supporting Evidence.</p>

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B.4 – Supporting Documentation	Receipts	<p><i>Original receipts detailing items purchased as well as proof of payment (if not already indicated on the itemized receipt)</i></p> <ul style="list-style-type: none"> - <i>Original credit/debit card slips or credit/debit card statement copies would support proof of payment</i> 	Additional wording added to clarify the meaning of “receipt” and the documentation required to support reimbursement.
B.4 – Supporting Documentation	Contract/ Agreement	<p><i>Contract or agreement supporting expenses claimed for reimbursement (i.e. car rental agreement)</i></p>	<p>Provides Reviewers, Approvers, and Auditors with the following information:</p> <ul style="list-style-type: none"> ▪ Start and end dates of contract/agreement ▪ Items included in the contract agreement ▪ Detailed pricing of items included in the contract/agreement <p>This documentation is also required by the Tri-Agency Financial Administration Guide → Reporting and Supporting Evidence.</p>
B.4 – Supporting Documentation	Quotes	<p><i>Quotes are required to support an amount claimed for reimbursement if different from the amount shown on itemized receipt/proof of payment or if the amount claimed does not represent the most economical means of travel.</i></p>	To provide guidance for situations where an individual is claiming an amount other than what was paid/shown on receipt.
B.4 – Supporting Documentation	Mileage	<p><i>Print out of online mapping tool (such as Google Maps) showing distance travelled.</i></p>	Many online mapping tools are now available and this is an easy way to show distance travelled to support mileage claimed.
B.4 – Supporting Documentation	Expense Report Support	<p><i>Business relationship of all attendees included on the claim</i></p> <ul style="list-style-type: none"> - <i>In the case of research, the Claimant’s working relationship to the Principal Investigator</i> 	As required by the Tri-Agency Financial Administration Guide → Reporting and Supporting Evidence.
B.4 – Supporting Documentation	Cash Advance Support	<ul style="list-style-type: none"> - <i>Start and end dates of travel and/or research study</i> - <i>Location(s) of travel, if applicable</i> - <i>In the case of research, the Claimant’s working relationship to the Principal Investigator</i> 	<p>In addition to the budget supporting the use of advance funds, this provides Reviewers, Approvers, and Auditors with information required to assess the reasonableness of an advance request.</p> <p>Relationship to the PI documented as required by the Tri-Agency Financial Administration Guide → Reporting and Supporting Evidence.</p>

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C.1.1 – Air Travel	Class of Air Travel and Approvals Required	<i>Travellers will be reimbursed the lowest-priced, most direct economy airfare available when booking domestic and international air travel. Premium economy or business class travel may be permitted for flights outside North America or for medical reasons if pre-authorized by the traveller's Dean/Associate Vice-President/Vice-Provost/Provost/President.</i>	<p>Provide more direct language and clearer guidelines as to when business class airfare is acceptable. The language takes into account changes in industry standards/naming conventions of flights (i.e. “premium economy” fares that rival or exceed business class fares).</p> <p>The Dean or Associate Vice-President is considered an appropriate minimum level of approval for authorizing business class travel.</p>
C.1.2 – Rail Travel	Rail Class	<i>When considering rail fares, travellers are expected to book the class that provides the best value for money up to a maximum of Business class. Considerations would include exchange and refund policies where travel could reasonably be expected to change for valid business purposes, and meals provided during longer trips. Business Plus fares are not eligible for reimbursement.</i>	To provide guidance on acceptable class(es) of rail travel.
C.2.1 – Hotel or Other Commercial Lodging	Accommodations in excess of 30 days	<i>For accommodation in excess of 30 consecutive days in a single location, appropriate arrangements for suitable rental or board and lodging at weekly or monthly rates should be booked.</i>	To provide guidance on long-term accommodations.
C.2.1 – Hotel or Other Commercial Lodging	Accommodations (parking)	<i>Where a hotel offers both self-park and valet parking, Western will reimburse up to the rate for self-parking.</i>	To provide guidance on valet parking.
C.3.1 – Meal Allowances and Actual Meal Expenses	Meals Allowances (in excess of 30 days)	<i>For travel in excess of 30 consecutive days in a single location, meal allowances will be reduced to 75% of the above rates starting on the 31st day.</i>	To provide guidance on meal allowance maximums for long-term travel. This treatment is consistent with Treasury Board guidelines that reduce rates to 75% on the 31st day.

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C.3.2 – Alcohol and Cannabis	Alcohol	<i>Alcoholic beverages are considered acceptable expenditures where consumption is nominal or moderate but may not be charged to external research funding. Nominal or moderate consumption is considered by the University to be one (1) alcoholic beverage per person per meal or event.</i>	To provide guidance on what is considered the “nominal or moderate” provision of alcohol.
C.3.2 – Alcohol and Cannabis	Cannabis	<i>The University will not reimburse expenses for cannabis or its derived substances.</i>	To address changes in legalization and regulation of cannabis in Canada.
C.3.3.a Business Entertainment of Non-University Employees	Approvals for Entertaining Business Guests at an Employee’s home	<i>An employee may entertain business guests in ones’ home if it serves a specific business purpose and if pre-approved by the Dean/Associate Vice-President/Vice-President/Vice-Provost/Provost/President.</i>	The Dean or Associate Vice-President is considered an appropriate minimum level of approval for authorizing the entertainment of business guests in an employee’s home.
C.3.3.b – Internal Meetings - University Faculty, Staff and Students	Approvals for Employee Social Events (including provision of alcohol)	<i>Normally the cost of entertaining University employees is not reimbursable. Holiday receptions and retirement gatherings would be considered special circumstances and reimbursable if pre-approved by the Dean/Associate Vice-President/Vice-President/Vice-Provost/Provost/President.</i> <i>Alcohol may be provided at such social events if approved by the Dean/Associate Vice-President/Vice-President/Vice-Provost/Provost/President but is limited to nominal or moderate consumption.</i>	The Dean or Associate Vice-President is considered an appropriate minimum level of approval for authorizing departmental social events involving employees only (including the provision of alcohol).
C.4 – Other Eligible Expenses	Equipment	<i>Note that in the case of equipment purchases, the full value must be reimbursed by the University. Shared ownership of equipment is not allowed.</i>	Ownership of assets cannot be shared between Western and an individual.