***The* UNIVERSITY *of* WESTERN ONTARIO**
POLICIES *and* PROCEDURES

2.16 TRAVEL

Classification: Financial Effective Date: 23JUN01 Supersedes: 13JAN97

GENERAL

1.00 This policy applies to all University travel and related expenses from all sources of funding administered by The University of Western Ontario, except where specific written policies of certain granting agencies may apply.

2.00 When making travel arrangements, "value for money" considerations must be paramount. Careful consideration of costs, mode of travel, travelling time and convenience will realize the most economical and effective use of all resources.

3.00 Individuals must obtain the approval of their immediate supervisor prior to any travel. The immediate supervisor must ensure that regular duties will be maintained during the absence and that the necessary travel funds will be provided.

4.00 Travel expenses can be reimbursed only by submitting a properly completed and approved Travel Expense Report form. This form must be accompanied by original receipts and should be submitted to the Travel Expense Section of the Department of Finance, normally within 10 working days following completion of each trip.

5.00 Only properly documented expenses related to approved University business, including research, teaching and administration, will be reimbursed. Generally, expenses of a personal nature will not be reimbursed (see also 8.03).

6.00 Travel expenses paid for by the University may not be used by the claimant for income tax purposes or for a claim to any other organization.

7.00 The rates and allowances quoted below should be regarded as maxima guidelines. Individual budget units may choose to adopt lower amounts should circumstances dictate.

8.00 FORMS, CLAIMS DOCUMENTATION/RECEIPTS, PERSONAL EXPENSES AND CURRENCY

Forms

8.01 All expenses incurred relating to a particular trip must be shown individually on the Travel Expense Report. These include transportation costs, hotel bills, car rentals, conference registrations and other items that have been paid directly by the University on behalf of the claimant. Original receipts for each item must be attached. Each city visited must be listed separately.

A short Travel Expense Report is available to claim expenses for subject fees or same day return trips involving mileage and/or meal allowances (i.e., when no receipts are needed except for taxis and parking lots).

For field trips of an extended nature, a Travel Expense Claim Supplement/Daily Log Sheet form is available to assist in keeping track of expenses. The form can be used with the Travel Expense Report form and is available from the Travel Expense Section. This form is

not mandatory except where some granting agencies require detailed information, i.e., NSERC, SSHRC and Supply & Services Canada government contracts.

Claims Documentation/Receipts

8.02 Claims for air, rail and bus fares must be supported by the passenger's copy of the ticket. Credit card sales slips and/or restaurant bill stubs may be used to support claims for hospitality and business related meals incurred outside of Canada. For similar costs incurred within Canada, a detailed bill must be provided, showing the restaurant's GST registration number and the GST charged on food and alcohol which must be shown separately so that the allowable GST rebate can be credited to the claimant's account. Except as noted above, all meal claims will be reimbursed up to the maximum of the meal allowance with no receipts required. Original receipts are required for all other expenses except for mileage claims, parking meters, valet parking, tolls and reasonable gratuities paid in cash. Credit card sales slips, credit card statements, cancelled cheques and travel agency statements are <u>not</u> acceptable receipts (except as noted above and in 12.04 and 12.05 of this policy).

If the University is reimbursing the claimant for only a portion of the total costs of a trip and the claimant wants to use a portion of an original receipt for some other purpose, the Travel Expense Section will enter the amount paid by this University on the original receipt or ticket stub and return the defaced original to the claimant.

Generally (except for mileage and meal allowances, metered and valet parking, tolls and gratuities), reimbursement will not be made without the original receipt. If original receipts for major costs are lost, destroyed or stolen, a written explanation of the circumstances must be provided by the claimant and approved by the Budget Unit Head before the claim will be processed.

Personal Expenses

8.03 Generally, personal expenses incurred on behalf of the claimant, or the claimant's colleagues, family, friends, or relatives will not be reimbursed. All such expenses of a personal nature incurred on behalf of any individual, including clients or customers, must be clearly identified and either eliminated on the Travel Expense Report or, if claimed, supported by an appropriate written explanation approved by the Budget Unit Head. Examples of personal expenses include: flowers, in-room movie rentals, hotel health club fees, and double occupancy room rates when the second person is not on University business.

Currency

8.04 All UWO employees will be reimbursed by cheque in Canadian funds in amounts equivalent to the actual expenses incurred and converted to Canadian for reimbursement. All expenses must be listed on the Travel Expense Report in the currency that was used for the actual expenditures. Proof of cost of obtaining foreign funds should be provided.

When foreign currency expenses (including U.S.) are charged to either the University credit card or a personal one, a copy of the credit card statement must be attached to verify the exchange rate used. Otherwise, the University will apply the standard exchange rate in use when the travel occurred. Most common currencies are listed on an exchange rate table which is maintained on the "Bulletin Board" of the central administration's mainframe system. These rates can also be obtained from the Travel Expense Section.

If foreign currency is purchased or sold at a banking institute, a receipt should be obtained and included with the Travel Expense Report.

Visitors from the U.S.A. may accumulate expenses in U.S. dollars on the Travel Expense

Detail Sheet. A U.S. cheque for the total amount claimed may be requested.

Other foreign visitors can request a draft which can be drawn on a foreign bank.

In all cases, the University accounts will be charged in equivalent Canadian dollars.

9.00 TRANSPORTATION EXPENSES

Public Transportation

9.01 Generally, reimbursement of public transportation costs will not exceed rail fare or economy air fare. Any claim exceeding this standard must be accompanied by a written explanation from the claimant stating the reasons for an exception, approved by the Budget Unit Head. For public transportation, the original ticket receipt (third copy of the ticket) must be submitted with the claim.

Private Vehicle

9.02 The mileage reimbursement rates currently in effect are shown in Appendix A, Section 1. These rates are reviewed and adjusted periodically.

In situations where staff are required to make frequent short on-campus trips, special arrangements may be approved by the Controller. A log detailing each date, location and the distance traveled must be filed with such claims on a Travel Expense Report.

Use of private vehicle should be limited to those trips where no suitable public transportation is available or where private vehicle is more economical and effective considering all factors such as costs, time constraints, itinerary, etc.

NOTE: When a private vehicle is used strictly for personal reasons or convenience, and such expenses exceed the equivalent cost of available public transportation, only the cost of such public transportation will be reimbursed.

Where members of the University community travel together in one vehicle, only one person may claim reimbursement.

Vehicle Rentals

9.03 In many cases it will be more economical to rent a vehicle than to use public transportation or a private automobile for one day trips. See also Appendix A, Section 1(b). Departments should refer to the Travel Section of the Purchasing Information Handbook issued by the Purchasing Department to obtain information about vehicle rentals and insurance requirements.

Insurance

9.04 Flight Cancellation insurance is an allowable expense and should be obtained when there is a possibility that the claimant may be unable to travel or when the ticket purchased is "non-refundable". A receipt is required.

Expenditures for air travel accident insurance will not be reimbursed.

Health care insurance (i.e., Blue Cross) for travel outside Canada is allowable for claimants who are not regular full-time employees of the University. Full-time employees are covered for travel outside Canada under existing insurance coverage.

If a private vehicle is used on approved University business, the owner must ensure that his/her personal automobile insurance is adequate. A minimum of $1,000,000 third party liability is recommended.

Other Transportation Costs

9.05 Taxi fares are allowable expenses. A receipt is required.

Off-campus parking expenses are allowable expenses. A receipt is required for lot parking but not for metered parking.

Tolls for roads, bridges and tunnels are allowable. No receipts required.

Parking and traffic fines are not allowable expenses.

If a personal aircraft is used, the claimant will be reimbursed at the lesser of economy air fare, rail fare, or private automobile.

10.00 ACCOMMODATION AND MEAL EXPENSES

Accommodations

10.01 Travelers should refer to the Travel Section of the Purchasing Information Handbook to obtain the most favourable room rates at major hotels.

10.02 Reimbursement for hotels, motels and other lodging will be limited to the basic University or Government rate for single occupancy, standard room accommodation unless a written explanation is provided by the claimant and approved by the Budget Unit Head stating the need for an exception to the policy. It is expected that claimants will always request the most favourable terms such as Government or other special rates and particularly, within Canada, those negotiated by the Canadian Association of University Business Officers (CAUBO). These rates are available from the Purchasing Department.

10.03 Claims for accommodation with colleagues, friends or relatives must state the name and address of such individuals. The maximum rate that is currently in effect is shown in Appendix A, Section 2(b). No receipts are required.

Meals

10.04 (a) Expenses for the claimant's meals while travelling on University business will be reimbursed based on the daily meal allowance rate, without receipts. The meal allowance includes gratuities and taxes. A meal allowance must not be claimed if the meal(s) are included in the price of prepaid transportation or conference tariffs such as air and train fares, registration fees, etc. Current rates are listed in Appendix A, Section 2(a) and are reviewed and adjusted periodically.

Claims for actual meal costs exceeding the daily meal allowance must be supported by detailed, original receipts and should be accompanied by an appropriate written explanation. For meals in Canada, the receipts must indicate the restaurant's GST registration number and the breakdown of GST charged on food and alcohol for purposes of crediting the department's account with the allowable GST rebate.

(b) Reimbursement for hospitality and business related meals will be allowed when the claimant is host to individual(s) from outside the University or within it. Such reimbursement will be based on reasonable, actual costs and will be paid when

supported by original receipts and a fully documented written explanation approved by the budget unit head. The information provided must include the purpose of the meeting of occasion, the name(s) of the individual(s) involved, and a detailed bill showing the breakdown of GST charged on food and alcohol for purposes of crediting the department's account with the allowable GST rebate.

11.00 UNIVERSITY RELATED RECEPTION AND HOSPITALITY EXPENSES

11.01 Reception and hospitality expenses must be charged to a University account designated for such expenses. The purpose of the event, including the name of the group, the number of individuals involved, or the names of the guests, must be listed on the Travel Expense Detail Sheet. Receipts are required.

11.02 Generally, no reimbursement will be made for reception and hospitality expenses related to social events involving only employees of The University of Western Ontario or involving only employees and their spouses. However, in particular circumstances, such expenses will be reimbursed provided the expenditure has received the prior approval of the Budget Unit Head and is supported by original receipts and a fully documented written explanation as in 10.04(b) above.

12.00 SUPPLIES/MISCELLANEOUS EXPENSES

12.01 The Travel Expense Report may be used for certain non-travel purposes as outlined in this section.

12.02 Charges for telephone, telegram and postage related to University business are allowable expenses. Receipts are required (except for pay phone).

12.03 Purchases of necessary supplies and equipment valued at $500 or less will be reimbursed using the Travel Expense Form only in the following instances:

(a) when the claimant is away from the University on a field trip, at a conference or other professional meeting

(b) when it is more economical to obtain a "personal" subscription for a professional journal than to pay the University rate.

Receipts are required.

ALL OTHER PURCHASES FROM LOCAL SUPPLIERS WHEN ORDERED FROM AND DELIVERED TO UNIVERSITY OFFICES MUST BE OBTAINED THROUGH THE UNIVERSITY'S PURCHASE ORDER SYSTEM (either a Low Value or Regular Purchase Order form in order to maximize all educational discounts and sales tax rebates).

12.04 Proof of payment must be attached to the Travel Expense Report for the purchase of allowable books, magazine subscriptions and renewals related to University business. The title of the publication must be indicated on the Travel Expense Report. Acceptable proof of payment for these purposes include the customer copy of a credit card sales slip, the cancelled cheque, the sender's copy of a money order, or a cash register slip.

12.05 Costs for memberships required for approved corporate University purposes and seminar fees may be reimbursed. The receipt from the organization or a copy of the application form along with proof of payment (section 12.04 above) must be attached to the Travel Expense Report. For eligible Faculty members, these expenses should be claimed as a first charge against the annual Faculty Professional Allowance plan.

12.06 Allowable subject fees for research experiments, in amounts up to $100 per person, may be reimbursed. A signed receipt from the individual being paid must be attached to the Travel Expense Report. Subject fees in excess of $100 must be processed through the Payroll system.

12.07 Living allowances and honoraria are not permitted to be reimbursed using a Travel Expense Report. These items should be processed through the Payroll system.

13.00 TRAVEL ADVANCES

13.01 Travel advances will not be given to employees eligible for a University Travel Card unless the funds are required for goods or services that cannot be paid for by the Travel Card. Where necessary, an accountable travel advance may be obtained prior to travelling by completing an Advance Voucher and submitting this voucher through the Budget Unit Head to the Travel Expense Section. A budget showing how the funds are to be used must be shown on the Advance Voucher. Advance Vouchers must be received in the Travel Expense Section at least 5 working days prior to the start of the trip in order to allow for processing and mailing of a cheque.

13.02 Employees of this University will receive advance cheques in Canadian dollars only.

13.03 All advances must be cleared by submitting a Travel Expense Report to the Travel Expense Section within 10 working days following the completion of the trip. If an amount is to be returned to the University, a personal cheque in the correct amount, payable to The University of Western Ontario, must be attached to the Travel Expense Report. If cash is being used to repay the amount due to the University, the claimant must obtain a receipt in person from the UWO cashier. Cash should not be sent in the mail.

13.04 Travel advances may be given to people who are not employees of The University of Western Ontario in order to cover travel costs related to services to be performed on behalf of the University. This practice is permitted but is not encouraged. If such advances are not properly cleared by the submission of a Travel Expense Report, with original receipts attached, the individual will either be sent an invoice to repay the advance (if the services have not been rendered) or the advance will be reported as taxable income to the recipient (if the services have been rendered).

13.05 Any travel expenses paid directly by the University on behalf of an individual through the Purchase Order System must be charged to an advance account and reported on a Travel Expense Report. Such items include air fare, hotel bills, car rentals and other items charged directly to the University accounts. Air fare and train fare purchased through Preferred Travel Agent Agreements do not need to be charged to an advance account or be reported on a Travel Expense Report.

13.06 Individuals who obtain a travel advance should be made aware of the requirements for completing a Travel Expense Report as outlined in these guidelines.

13.07 In the event a trip, for which a travel advance was requested, is postponed or cancelled, a refund of the advance should be forwarded immediately to the Travel Expense Section.

14.00 RESEARCH FUNDED TRAVEL

14.01 Travel supported by research grants or contracts must comply with University regulations and policies unless specifically indicated otherwise by the granting agency. When contemplating travel funded by research accounts, it is important to understand the guidelines that must be followed. A review of the agency policy guide book or terms of contract will usually indicate

the method. If it is unclear which travel procedure should be adhered to, contact the Research Accounting Section of the Department of Finance for clarification.

14.02 If extensive travelling is anticipated (for example, a 3 month field trip), the traveler should contact the Research Accounting office in advance of departure to avoid any delays in obtaining an advance and to establish the appropriate method of reporting expenses.

14.03 In addition to the approvals outlined in Section 15.03, it is also necessary for the Principal Investigator to approve Travel Expense Reports and Advance Vouchers for items being charged to his/her research grant or contract.

15.00 APPROVALS AND RESPONSIBILITIES

15.01 The claimant is responsible for ensuring that claims for expenses are in accordance with University policy, including written explanations for any exceptions to the policy which are reasonable under the circumstances and reflect value for money considerations. The claimant must also certify that expenses paid by the University do not include items of a personal nature and will not be used for income tax purposes or for a claim to any other organization.

15.02 The individual who approves the Travel Expense Report or Advance Voucher is responsible for ensuring that the expenses are for University purposes only and are in accordance with University policy, including any exceptions to the policy which are documented by the claimant as being reasonable under the circumstances.

15.03 The rule for approval of Travel Expense Reports and Advance Vouchers is "one-over-one" as follows:

> All Travel Advances and Expense Reports must be signed by the claimant and approved by a senior person who is on an organizational level above that of the claimant and will normally be the person to whom the claimant reports. People authorized to sign Travel Advances and Expense Reports within Faculties and Departments will normally be Deans, Associate and Assistant Deans, Chairs and Directors (or their duly authorized delegate).
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> Signature stamps will not be accepted.
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> Signing authority may be delegated in writing by a Dean or Budget Unit Head to a senior administrator with functional responsibility for the unit's or department's travel budget. Individuals with delegated signing authority cannot approve their own travel claims nor the claims of those to whom they report.
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> All Travel Claims and Advances must be signed by the claimant or a University employee on behalf of a visitor to the University. The employee signing on behalf of the absent claimant cannot be the person approving the claim.
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> For Research grants and contracts, the funding agencies require that the signature of the Principal Investigator be present on all claims charged to the research account.

15.04 Reimbursement of expenses does not, in itself, constitute ultimate approval and may be subject to subsequent audit adjustment.

15.05 Travel Expense Reports and Advance Vouchers which do not conform to these policies and guidelines will be referred to either the Budget Unit Head, the Dean, or the appropriate Vice-President to resolve any concerns or deficiencies prior to processing.

16.00 BENEFITS ACCRUING FROM TRAVEL INDUCEMENTS

16.01 Many airline, hotels, car rental companies, etc. provide programs which offer free, or at reduced cost, flights, accommodation or rental rates after a certain amount of business has been conducted with the company involved.

16.02 Due to the cost and complexity associated with reporting and quantifying the value of such inducements or credits, the University does not require formal reporting of these items. The University expects that:

(a) Employees will apply credits earned and accumulated on University business against the acquisition of future related University business expenses.

(b) Benefits or credits generated from University business are taxable in the hands of the employee except when such credits or benefits have been applied to University business. Employees are referred to Interpretation Bulletin - 470R of Revenue Canada which states that where an employee accumulates credits while travelling on employer paid business trips and uses them to obtain air travel or other benefits for the personal use of the employee or the employee's family, the fair market value of such air travel or other benefits must be included in the employee's income. It is the University's position that the employee is responsible for quantifying and reporting the value of these benefits for income tax purposes.

17.00 THE UNIVERSITY OF WESTERN ONTARIO AMERICAN EXPRESS TRAVEL CARD SYSTEM

17.01 The University of Western Ontario American Express Travel Card system is administered by the Department of Finance.

17.02 Full-time members of faculty and staff are eligible to complete an application for a University of Western Ontario American Express Corporate Card.

17.03 Applications by Budget Unit Heads require no approval and should be mailed directly to the Travel Expense Coordinator. All other applications must be pre-approved by the Dean or Budget Unit Head.

17.04 Only expenses related to approved University business may be charged to the card.

17.05 The cardholder is responsible for all charges on the card and must pay his/her account when due. The University is not responsible for late charges to the account and will not reimburse such charges to the cardholder.

17.06 The cardholder must complete a Travel Expense Report in order to be reimbursed for expenses.

17.07 The card must be returned to the University when the cardholder terminates or retires from the University.

17.08 The University or American Express may revoke a card if the cardholder does not follow this policy.

17.09 Lost or stolen cards must be reported in person at the nearest American Express office **or** by telephone, to any American Express Card member Service Centre worldwide **and** to: Travel Expense Section, Department of Finance, Room 280, Stevenson-Lawson Building, The University of Western Ontario.

17.10 The University will receive monthly reports from American Express.

ATTACHED: APPENDIX A - Mileage Allowances and Meal and Accommodation Allowances

Effective July 1, 2005 **Policy 2.16 - Travel**

APPENDIX A

Section 1 - Mileage Allowances

(a) The mileage reimbursement rates for use of a private vehicle while on approved University business are:

64 cents per mile

or

40 cents per kilometer

(b) Based on the above mileage rates, it is relatively expensive to use a private vehicle for long distance travel to places like Toronto or Detroit. Alternative forms of transportation, such as car rental, are often more economical and are encouraged whenever possible.

For example, car rental costs range from $80 - $95 for a one-day trip to Toronto and return, depending on whether the rental is a compact or a full size 6 passenger car. This includes gasoline and taxes and assumes the American Express Corporate Card is used to avoid insurance costs of about $25 per day.

Rather than incur mileage costs of about $140 - $160 for each trip to Toronto, budget units may wish to introduce a flat rate allowance of say, $95, in lieu of actual mileage, whenever a personal car is used.

Section 2 - Meal and Accommodation Allowances

(a) Without receipts, the maximum allowance for meals is $45.00 per day in Canada and the equivalent of $45.00 U.S. in all other countries. The meal allowance **includes** gratuities and taxes and its breakdown is:

Breakfast	$10.00
Lunch	$12.00
Supper/Dinner	$23.00

(b) The maximum rate for accommodation with colleagues, friends or relatives is $25.00 per night.