

Travel and Business Expense Policy

Category: Finance

Approval: PVP

Responsibility: AVP Finance

Date of Approval: December 4, 2014; revised March 2, 2020

Scope of this Policy:

This policy applies to the reimbursement of all travel and business expenses, whether paid from operating, ancillary, capital, trust or research funds. Travel and meal expenses funded by a third party must also meet the terms and conditions imposed by that party.

Guiding Principles:

Travel, meal and accommodation expenses should be appropriate to the circumstances, reasonably economical, and should facilitate University business. Expenses incurred on University trips should be consistent with normal living standards. University travellers are expected to select accommodation, meals and transportation at the most economical rates. Those who are in any doubt as to the appropriateness of a specific travel expense should consult with the attached University Travel and Business Expense Guideline.

Requirements:

- Faculty or Staff planning travel must receive prior written approval if expenses will be greater than \$4,000.
- If a faculty or staff member has any doubt, they should obtain approval for the travel or other reimbursable expense in advance.
- The University will not reimburse an employee for travel (or other costs) if travel is not business related, there is no funding to cover the expense (e.g. a grant has ended or overdrawn), or an expenditure is ineligible under the funding source.
- Any expenses involving alcohol must be pre-approved by the President or Vice-President of the unit.
- Expenses for a group can only be claimed by the most senior person present.

Required documentation and submission of claim:

Expenses are claimed using the electronic expense reimbursement software, with attached receipts as required. Claims should be submitted as soon after the travel as possible. Claims for travel in April should be submitted by the posted year end deadlines to ensure that funding is still available before the fiscal year end is closed. Claims that are not properly authorized, documented or contravenes institutional policy will not be reimbursed.

Approval must be obtained from the next reporting level up. In cases where research funds are being charged, the VP of Research/designate must approve. These approvals confirm the approver verifies: the claim is for legitimate University activities; the claim is for expenses that are allowable under this

policy; and the expenses are being charged to an appropriate account. No individual is allowed to solely authorize payment to her or himself.

Overpayments:

Any overpayments and unspent travel advances must be re-paid and will be treated as a debt owed to the University.

No payments to individuals:

Payments to individuals for services or work performed in Canada (excluding subject fees paid to research participants) cannot be claimed for reimbursements, due to Canada Revenue Agency regulations. Contact the Payroll Office if a payment to an individual is required.

Contact Officer:

AVP, Finance

Date for Next Review:

September, 2022

Related Guidelines:

- a) Travel and Business Expense Guideline
- b) Guide to Claiming an Expense Reimbursement

Additional Research Expense Requirements:

Depending on the funding source there may be additional constraints; please refer to your contract or agreement for guidance on budget and eligibility requirements.

Policies Superseded by This Policy:

- a) N/A