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1. Procedure Purpose

These Procedures function to implement the Travel, Hospitality and Business Expenditures Policy, as it concerns Travel and Business Expenditures. These Procedures set forth the documentation and approval processes for travel expenditures for both external and employee events.

used, a copy of which should be attached to the University Travel Expense Claim Form when submitted.

4. All travel claims must be accompanied by the following:

- approved Travel Authorization form;
- detailed receipts (credit card receipts which do not show purchase details will not be accepted) supporting all expenditures not matter how paid (corporate visa, corporate travel agent or personally);
- where expenses were paid via the Corporate visa and original receipts were submitted with the visa reconciliation, a copy of the signed visa statement substantiating those receipts;
- conference or event agendas must be included with all travel claims in order to verify the reason for the travel, travel dates, and support per diems being paid;
- a record of kilometers traveled, if applicable; and
- signed by the traveler as well as the appropriate supervisor in compliance with the “one-over-one approval” principle.

4.02 Submission of Travel Expense Claims

4.02.01 Travel claims are expected to be submitted to Financial Services in a timely manner, normally within two weeks of the date of return from travel.

4.02.02 Other payments for reimbursement shall be claimed using the applicable Payment Voucher. Forms can be found at <https://www.uwinnipeg.ca/financial-services/forms.html>

4.02.03 Expenses being reimbursed from TPDA or CPAA funds shall be claimed using the TPDA or CPAA claim forms found at <https://www.uwinnipeg.ca/financial-services/research-accounting-tpda.html>

4.03 Travel Advances

4.03.01 The University may provide a maximum of one (1) travel advance per trip up to 75% of the total cost of the trip, but no less than \$500 and no more than \$2,000 in the following circumstances:

- The travel will be to a remote location where credit cards have limited application;
- Due to the nature of the expenditures listed, they are unlikely to be chargeable to a credit card;
- The lengthy duration of the trip precludes being reimbursed for the requested portion of the advance before credit card charges can be paid; and
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4.03.04 All travel advances require an explanation and subsequent submission of the receipts with the travel claim. Failure to provide the appropriate documentation will result in rejection of future advance requests and may result in rejection of future travel claims or other action as deemed necessary.

4.04 Corporate Credit Card

4.04.01 Regular and continuing faculty and administrative staff who travel or register for conferences on a regular basis may apply for a corporate RBC Visa credit card through the Accounts Payable Department. They are encouraged to use this card for travel

4.04.06 The corporate credit card is no longer valid once you leave the employment of the University. The card must be returned to the Director of Purchasing or confirmed as destroyed in writing.

4.05 Use of Personal Credit Card

4.05.01 Any agency administrative fees or other incidental costs incurred as a result of using a non-corporate credit card will NOT be reimbursed by the University.

4.05.02

- 4.06.07** If a traveler wishes to secure a lower airfare by booking an itinerary that includes an overnight stay, the University will reimburse the related additional expenses hotel and per diem costs, provided that the total of such expenses does not exceed the savings attained on airfare. This cost must not generate additional employee costs (i.e. overtime).
- 4.06.08** The University will not reimburse airfare costs for tickets that are not used. It will reimburse flight change costs incurred due to University related causes.
- 4.06.09** Flight cancellation insurance is an allowable expense for reimbursement by the University, but may not be for a specific grant. We recommend travelers check the eligibility of flight cancellation insurance for their grant prior to booking their travel. This insurance is recommended for tickets over \$400 which are non-refundable and being purchased well in advance of departure.
- 4.06.10** Some airline tickets available through consolidators/wholesalers indicate a fare higher than the net cost to the traveler. The University will only reimburse the traveler for the net cost of the fare.
- 4.06.11** A traveler may enroll in a frequent flyer program at their cost. Travelers may not alter travel arrangements to accommodate frequent flyer programs. The choice of carrier must

4.07.07 For further information regarding insurance coverage and claims, contact the University's Insurance and Risk Management Coordinator. In addition, use of the corporate RBC credit card automatically provides collision damage insurance. The University will not normally reimburse the cost of other collision damage insurance.

4.07.08 Parking or traffic violations incurred by the employee while using a rental car will not be reimbursed.

4.07.09 Employees are required to refill the gas on all rental vehicles prior to their return to minimize costs assessed rental agencies. So long as it is used for University business, fuel for rental cars is a reimbursable expense, or may be paid with a University corporate RBC credit card.

4.07.10 In the event of an accident the employee must notify local law enforcement, the car rental company, the University's Insurance and Risk Management Coordinator and the Office of the Vice-President, Finance & Administration.

4.08 Private Vehicle

4.08.01 Personal vehicles may be used as long as the personal vehicle is the most economical mode of transportation. The travel-0.2 (mi) -0.2 (ca) -0s tll

4.08.08 All costs incurred by a traveler as the result of “collision” (i.e., own damage) type claims are not reimbursable by the University and are the responsibility of the faculty or staff member. Such costs include the policy deductible, costs resulting from the loss of a safe-driver’s discount and of personal property, and loss-of-use costs while the owner’s vehicle is undergoing repairs.

4.09 Ground Transportation

4.09.01 The most inexpensive ground transportation shall normally be used, taking into account scheduling and safety concerns (e.g. an airport bus rather than a limousine), unless a group shares the expense which makes the shared use more cost effective. Receipts

4.11.02 For a given trip it is requested that travelers choose option 1 or 2 (noted above), not mix and match reimbursement and per-diems. It is recommended that the per diem rate for the appropriate meal be used as a guideline in determining maximum reasonable and

4.12.09 Dependent Care: Child care expenses while a nursing mother or single parent is travelling may be reimbursable if unpaid alternatives are not available. The eligible cost for a single parent is limited to overnight child care costs incurred while travelling. Claims requires a supporting receipt, a brief written explanation as to why the claim should be reimbursed and must be authorized by the supervising Vice-President. The amounts must be reasonable given the cost of care. The eligible cost for a nursing mother who is travelling with a caregiver and a child is limited to the customary cost of child care or travel and accommodation costs up to a maximum daily amount of \$40 for the first child and \$20 for each additional child for the traveling caregiver, in lieu of child care expenses

4.13 Student Recruitment Expenses

4.13.01 The University recognizes that the process of recruiting new students may benefit significantly, by encouraging potential students, with the potential to be exceptional achievers in academic and/or extracurricular activities, to visit our campus.

4.13.02 These Procedures apply to all departments of the University, in which employees are

accomplishment of the University mission. In these limited instances, faculty and staff must obtain written approval in advance authorized by the supervising Vice President.

4.15 Research

- 4.15.01** Where policies or guidelines provided by a funding agency or sponsor conflict with these Procedures or the Travel, Hospitality and Business Expenditures Policy, those of the funding agency take precedence, unless the University's Policy or Procedure, or portion thereof, is more rigorous.
- 4.15.02** Most granting agencies do not allow hospitality or entertainment expenses or alcoholic beverages as claimable expenses.

4.16 Travel Expenses Paid by Corporate Visa

- 4.16.01** Where the Corporate Visa card is used, the expenses should be included in the Travel Claim, supported by copies of the receipts or Visa reconciliation statement. The amounts paid by Visa should be identified in the claim, and deducted from the amount payable, similar to advances. Original detailed receipts should be submitted with the Visa reconciliation.
- 4.16.02** Claimed expenses shall be supported by original receipts providing detail of expenditures (credit card slips which do not show the details of what was purchased are not adequate). In the rare circumstance that a receipt is not available, or is lost, a note of explanation should be attached to the claim and initialed by the appropriate administrator.
- 4.16.03** Instructions for completion of the University Travel Expense Claim Form can be found on page 2 of the Form.

4.17 Authorized Travel Agency

- 4.17.01** The University of Winnipeg has entered into an agreement with Out'n About Travel Inc. (Out'n About) for the arranging of all travel services paid from University operating accounts. We also encourage those paying with designated or research funds to use Out'n About, however it is not mandatory.
- 4.17.02**

- President Expenditures Policy
- Sustainability Policy
- Travel and Business Expenditures Policy