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The purpose of this procedure is to outline:

- a) the process for reimbursement of travel expenses while conducting the business of the University; and

reimbursement of relocation expenses.

In this procedure:

- a) “Employee” means an individual who is engaged to work for the University under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management

- e) The traveler must submit the rental agreement or receipt with the request for reimbursement. The document provided must include information about the vehicle rented, the breakdown of charges, and proof of payment.

Private Vehicle:

- a) When a private vehicle is used for travel on University business within Alberta, the traveler may claim reimbursement for mileage.
- b) The current rate for mileage is 50 cents per kilometre.
- c) When a private vehicle is used to travel on University business to a destination outside of Alberta, the traveler may claim the lower of:
 - i. lowest available airfare by the most direct route; or
 - ii. mileage at a rate of 50 cents per kilometre.
- d) The car owner is responsible for vehicle insurance including additional insurance or endorsements required for travel in a private vehicle.

Taxis and Transportation:

- a) Expenditures for taxis and transportation to and from airports and railway stations, and between appointments, hotel locations, and meeting places are reimbursable. Reasonable gratuities for service are also reimbursable.
- b) Unless claiming a transportation expense as an Incidental, the traveler must

- e) A per diem meal allowance may be claimed for an entire day or a partial day.
- f) The per diem meal allowance when traveling in Canada is allocated as follows:
 - i. Breakfast: \$12 CAD
 - ii. Lunch: \$14 CAD
 - iii. Dinner: \$25 CAD
- g) The per diem meal allowance when travelling outside of Canada but within North America is:
 - i. Breakfast: \$12 USD
 - ii. Lunch: \$14 USD
 - iii. Dinner: \$25 USD
- h) The per diem meal allowance when traveling outside of North America:
 - i. Breakfast: \$18 CAD
 - ii. Lunch: \$21 CAD
 - iii. Dinner: \$36 CAD
- i) The maximum per diem Incidentals allowance is \$10 CAD per day up to a maximum of \$100 CAD per trip (when the actual Incidentals amount is below \$10 CAD per day travelers should claim the actual amount).
- j) Per diem allowances may only be claimed when a meal or Incidentals has actually been paid for by the traveler. For example, the per diem cannot be claimed when meals are included in the conference fees.
- k) Travelers will not be reimbursed for the purchase of alcoholic beverages unless the expense is incurred when hosting or meeting with guests from outside the University as per 4.12 of the Hospitality and Travel Expenses Policy and is submitted in accordance with the Hospitality Expense Procedure.

Other Allowable Travel Expenses:

- a) Books, materials, and supplies needed for work related purposes and bought while on University related travel.
- b) Conference/seminar registration fees. Include the conference schedule with the supporting documentation.
- c) Dependent care for travelling Employees when the travelling Employee is:
 - i. required by the University to travel outside normal hours and incurs child or dependent adult care expenses as a direct result; or
 - ii. required by the University to attend full-day or part-day meetings on days which are not normal working days and incurs child or dependent adult care expenses as a direct result.

Such expense must be approved in advance by the authorized approver. The claim must be supported by receipts which include the caregiver's name, address and phone number, the amount paid, and the caregiver's signature. Amounts paid to spouses, partners or relatives are not a reimbursable expense.

- d) Laundry and dry cleaning if the length of the trip exceeds 4 days.
- e) Parking including hotel, airport, and public parking expenses.
- f) Parks Canada annual pass when the cost for the annual pass is less than the accumulated cost of day passes and when approved by an authorized approver. The pass becomes the property of the University if the expense is reimbursed.
- g) Special visas and travel papers.

- h) Telephone, cellular phone, and fax/computer connection fees. Personal long distance telephone charges may also be reimbursed if warranted by the length of the trip or the family situation.
- i) Tips and gratuities that are not Incidentals and are supported by the original receipt and explained in detail.

The following expenses are not allowed:

- a) Alcoholic beverages unless hosting or meeting with guests from outside the University (see s.4.18(k));
- b) Business, executive or first class air travel under 8 hours (s.13.2 (e)) 100% of the cost.

Supply Chain Management will provide Employees who travel regularly with a travel and expense credit card to avoid the need for cash advances.

An Employee may request a cash advance for travel expenses when:

- a) the Employee does not have a travel and expense credit card from Supply Chain Management and is travelling on short notice;
- b) the Employee is travelling to a location where only cash transactions are possible;
or
- c) the Employee needs to provide payment to an organization or group that only accepts cash.

Cash advances are for travel expenses only.

Employees may request a cash advance for anticipated travel expenses by submitting a completed and approved Expense Claim. Information regarding anticipated expenses, including details such as the destination, purpose of travel, and departure and return dates, must be submitted with the Expense Claim.

Employees must clear the advance with an online submission of a second Expense Claim within 2 weeks of the return date. To repay personal expenses and excess cash advance amounts, a cheque must be issued to the University and sent to Finance along with the first page of the second Expense Claim.

Employees may only have one (1) cash advance at a time.

Travelers are encouraged to make travel arrangements through the University's preferred travel agency in order to benefit from preferred rates and to reduce the need for cash advances.

[Hospitality and Travel Expenses Policy](#)

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