Policy:
The University shall pay for limited and reasonable expenses incurred by members ("Members") of the Board of Governors (the "Board") for Authorized Travel on University business related to the duties and responsibilities of Members as governors. Authorized Travel includes only the following:

1. Travel by Members ordinarily residing outside the greater Ottawa/Gatineau area for the purpose of attending not more than five meetings of the Board or its Committees annually, and/or;

2. Travel by any Member for the purpose of attending specific events as a governor outside the greater Ottawa/Gatineau area, where attendance at such function has been requested by either the President or the Chair of the Board.

Expenditures and accounting for travel shall be made in accordance with University policy as outlined below.

Members are reminded that the University’s budget for travel-related expenses is very limited, and are encouraged to travel as economically as reasonably possible when attending to University business. Members are encouraged to consider forgoing reimbursement of travel expenses and instead treating such expenses incurred as a donation to Carleton University. A tax receipt will be provided in the event that a Member elects to fund his/her own travel as a donation to the University.

Purpose
The purpose of this policy is to set out the conditions under which expenses incurred for authorized travel on University business by Members will be reimbursed.

Scope
This policy applies to travel and related expenses incurred by Members while on Authorized Travel as described in the section Policy above. Subject to the limitations described in the section Policy above, Members shall be entitled to claim reimbursement as follows:

1.0 General

   1.1 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.

   1.2 Expenses of a personal nature will not be reimbursed.
1.3 Travel expenses paid by the University may not be used by the claimant for a claim at any other organization.

1.4 Rates and allowances referred to in this policy should be regarded as maximum guidelines.

2.0 Transportation Expenses

2.1 Airfare

2.1.1 Air travel must be claimed at the lowest rate available, not to exceed full economy fare. Seat reservation charges may be claimed at the lowest rate available.

2.2 Rail Transportation

2.2.1 The maximum amount to be reimbursed for rail transportation is full fare economy, with the exception of travel within the Ottawa-Toronto-Montreal corridor. VIA1 fares or other first class fares for rail travel between these destinations will be reimbursed.

2.3 Automobile Transportation

2.3.1 Use of private automobiles should be limited to those trips where no suitable public transportation is available or where a private automobile is more economical considering all costs, time availability, itinerary, etc.

2.3.2 When a private automobile is used strictly for personal convenience, reimbursement shall be limited to the lesser of mileage claimed or the equivalent of economy airfare.

2.3.3 Mileage rates are paid according to the National Joint Council and are subject to change without notice.

2.3.4 Where a private automobile is used and mileage is claimed, only one person may claim the mileage. Passengers in the automobile may not claim mileage or the cost of equivalent public transportation.

2.4 Local Transportation

2.4.1 Local fares for work related appointments/events within the Ottawa-Carleton-Outaouais region are allowable expenses.

2.4.2 Off-campus parking expenses are allowable expenses. A receipt is required for lot parking but no for metered parking.

2.5 Insurance

2.5.1 Medical Insurance
Expenditures for travel insurance to cover medical expenses incurred in a foreign country will be reimbursed.

2.5.2 Trip Cancellation, Lost Luggage Insurance
Trip cancellation and/or lost luggage insurance may be purchased, unless such insurance is provided by the credit card used.
2.5.3 Automobile Insurance

Rented Vehicle: In order to be covered under the University's insurance policy, it is imperative that Carleton University be named as the renter on the rental agreement. The University's insurance policy provides for coverage in the event of physical damage to the rental vehicle and bodily injury to another person.

Use of a personal vehicle: The owners insurance provides the primary insurance coverage. As such it is strongly recommended that $2m in third party liability coverage be obtained.

Notwithstanding the limitations described in the section Policy above, all Members shall be entitled to reasonable parking fees incurred by the Board Member while on University business. Lot parking requires a receipt to evidence payment; metered parking does not.

3.0 Accommodation, Meal Expenses and Other Costs

3.1 Accommodation

Cost of hotels, motels, and other lodging will be limited to reasonable amounts in the particular circumstance and normally will not exceed the single occupancy rate. The University requests that, where possible, travelers in Canada stay at hotels which provide a preferred rate to Universities.

3.1.1 When private accommodation is provided without charge, a gift of appreciation other than cash to the host may be appropriate. The maximum value of such a gift is $50 per day. The original receipt must be provided.

3.2 Meals

3.2.1 Reasonable actual meal costs must be supported by original vouchers detailed receipts (credit card receipts and/or statements are not sufficient).

3.2.2 Alcoholic beverages are considered acceptable expenditures where consumption is nominal or moderate; and permitted under the terms of the funding agency.

3.3 Other Reasonable Expenses

3.3.1 The University will reimburse for other reasonable expenses such as hotel gratuities paid in cash or laundry/dry cleaning on extended trips.

4.0 Prepaid Travel (Advance)

4.1 Board members may be reimbursed for prepaid travel. The prepaid travel expenses must be submitted 21 days or more prior to the return date of the trip.

4.2 Travel advances for board members will be paid in Canadian dollars.

5.0 Approvals and Responsibilities
5.1 All board members seeking reimbursement must complete a traveler declaration form giving permission for the Board Office to complete a travel and expense reimbursement on their behalf.

5.2 The University Secretariat staff shall prepare claims for reimbursement of expenses for the approval of the Board Member. All claims are subject to review and approval by the University Secretary.

6.0 Procedures (Travel Expense Claims):

University Secretariat staff and Board Members are required to adhere to the following guidelines:

1. Members are required to submit to the Board Office a Travel Declaration form and include all original documents, receipts and boarding passes when requesting reimbursement for travel related expenses in accordance with this policy.

2. Claims for air and rail fares must be supported by the passenger’s copy of the ticket (red stub) or electronic ticket(s) accompanied by boarding passes and/or other proof of completed travel. An invoice from a travel agency is insufficient as supporting documentation.

3. When hotels are booked and paid for on the Internet, a hotel receipt confirming use of accommodation is required, together with a copy of the web booking.

4. Credit card sales slips may be used to support claims for gas used for rental cars.

5. Original paid receipts or vouchers are required for all expenses being claimed except for mileage claims, parking meters, and gratuities paid in cash.

6. Credit card statements, cancelled cheques, and travel agency statements alone are not acceptable as proof of expense.

7. Should a Board Member misplace any document required under this Policy, he/she will be required to substantiate the expense using a fully executed Certificate of Missing Documentation form.

8. Following the appropriate approvals, and subject to the limitations imposed by this policy, reimbursement will be made by cheque in an amount equivalent to the actual expenses incurred. All expenses must be listed on the Travel Expense Report in the currency used for the actual expenditure. For reimbursement where the original purchase was not made in Canadian funds, the exchange rate used for conversion must equal the Member’s actual cost of obtaining foreign funds.

Contacts:
University Secretary

Links to Related Policies:
Travel and Related Expenses