

<b>Policy Name:</b>	Board of Governors Travel and Related Expenses
<b>Originating/Responsible Department:</b>	University Secretariat
<b>Approval Authority:</b>	Board of Governors
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<b>Contact:</b>	University Secretariat

**Policy:**

The University shall pay for limited and reasonable expenses incurred by members (“Members”) of the Board of Governors (the “Board”) for Authorized Travel and related expenses 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 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**

This policy sets out the conditions under which expenses incurred for authorized travel on University business by Members will be reimbursed. This policy also ensures compliance with the Expense Directive of the Broader Public Sector Accountability Act (BPSAA).

**Scope**

**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 Rental Vehicle**

- 2.3.1 A vehicle may be rented when it is necessary or more economical than other transportation options for the stated purpose of travel. The vehicle should be the most economical and practical size, taking into account the purpose of the rental, number of occupants and safety considerations.
- 2.3.2 Reimbursable expenses include the rental fee, the km/mileage charge by the car rental agency, gasoline charges and insurance coverage when applicable.
- 2.3.3 The University requests that, where possible, travelers in Canada stay at hotels which provide a preferred rate to Universities.

### **2.4 Private Automobile Transportation**

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 Mileage rates are paid according to the National Joint Council and are subject to change without notice.
- 2.4.4 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.

### **2.5 Local Transportation**

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

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

## 2.6 Insurance

### 2.6.1 Medical Insurance

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

### 2.6.2 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.

### 2.6.3 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.

## 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 that have been incurred, may be claimed by

a) providing original vouchers detailed receipts (credit card receipts and/or statements are not sufficient).

3.2.2 Expenses for alcohol will only be reimbursed if the claimant is hosting a hospitality event that has been pre-approved by the President, or his/her delegate. Cannabis expenses will not be reimbursed.

### 3.3 Other Reasonable Expenses

- 3.3.1 The University will reimburse for other reasonable out of pocket expenses that support the purpose for the travel.

#### **4.0 Prepaid Travel (Advance)**

- 4.1 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 Members will be paid in Canadian dollars.
- 4.3 Advances must be requested no less than five business days before departure.
- 4.4 A travel expense report must be submitted within ten working days following the return date of the trip. Future advances and reimbursement may be withheld pending the clearing of older advances.
- 4.5 By signing a request for a travel advance, the recipient acknowledges that the funds are repayable to Carleton University. Travelers may receive a T4A (Statement of Other Income) for the value of outstanding travel advance, if these are not cleared between the end of the University fiscal year and December 31<sup>st</sup> of the same calendar year.

#### **5.0 Approvals and Responsibilities**

- 5.1 All board members seeking reimbursement must complete a traveler declaration form giving permission for the Secretariat Office to complete a travel and expense reimbursement on their behalf. The Secretariat Office has the discretion to ensure that claims for expenses are in accordance with University Policy and that all supporting documentation is submitted.
- 5.2 Financial Services is responsible for verifying that claims are in accordance with university, all documentation is received, and the claims duly authorized.
- 5.2 All claims are subject to review and approval by the University Secretary and Chair of the Board who confirms the relevance and reasonableness of the travel, for University purposes.

#### **6.0 Procedures (Travel Expense Claims):**

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

- a. Members are required to submit to the Secretariat Office a Traveler Declaration form and include all original documents, receipts and boarding passes when requesting reimbursement for travel related expenses in accordance with this policy.
- b. Claims for air and rail fares must be supported by the passenger's copy of the itinerary accompanied by boarding passes and/or other proof of completed travel. An invoice from a travel agency is insufficient as supporting documentation.
- c. Claims for accommodation must be supported by a detailed receipt from the hotel confirming use and period of stay.

- d. Original paid receipts or vouchers are required for all expenses being claimed except for mileage claims, metered parking, and gratuities paid in cash.
- e. Credit card statements, cancelled cheques, and/or travel agency statements alone are not acceptable as proof of expense.
- f. Should a Member misplace any document required under this Policy, he/she will be required to substantiate the expense by completion of a Certificate of Missing Documentation form.
- g. 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 in Canadian dollars.

**Contacts:**

University Secretary

**Links to Related Policies:**

Travel and Related Expenses