

<b>Policy Name:</b>	Travel and Related Expenses
<b>Originating/Responsible Department:</b>	Financial Services
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	January 1997
<b>Last Updated:</b>	April 2023
<b>Mandatory Revision Date:</b>	April 2028
<b>Contact:</b>	Associate Vice-President, Financial Services

## **POLICY**

Carleton University is committed to ensuring that all travel for University is accounted for and supported by relevant original receipts and documentation.

## **PURPOSE**

This Policy sets out the conditions under which expenses incurred for authorized travel on University business by academic, administrative staff members, students and visitors to the institution will be reimbursed.

The policy also ensures compliance with the Expense Directive of the Broader Public Sector Accountability Act (BPSAA).

## **SCOPE**

This Policy applies to all University travel and related expenses from all sources of funding administered by Carleton University. Research travel and related expenses supported by internal and external research grants or contracts must comply with Carleton University's Research Expenses Guidelines. Specific funding agency rules and regulations may take precedence and should be consulted.

## **PROCEDURE**

### **1. General**

1.1. When making travel arrangements, "value for money" considerations are imperative. Careful consideration of costs, mode of travel, travelling time and convenience will realize the most economical and effective use of all resources.

1.2. Individuals are expected to obtain the approval of their immediate supervisor prior to any travel. The university is not obligated to reimburse an employee for travel (or other) costs that have not been previously approved.

1.3. Expenses of a personal nature will not be reimbursed.

1.4. Travel expenses paid by the University may not be used by the claimant for a claim to any other organization.

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

## **2. Transportation**

### **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. First class or business class airfare may be claimed for trips outside of continental North America if pre-approved by the Vice President (Finance and Administration) or if verifiable costs show that the first or business class airfare was less than full economy fare.

### **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 (see section 2.6.3 for insurance coverage).

2.3.3 The University requests that, where possible, travelers in Canada rent from companies that provide a preferred rate to University employees. Information on these companies are available through the Purchasing Department or the Canadian Association of University Business Officers (CAUBO) - <https://www.caubo.ca/discover-caubo/member-discounts/car-rentals/>.

### **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 factors such as costs, time constraints, 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 (see Sec. 2.1.1).

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 cost of equivalent public transportation.

## 2.5. Local Transportation

2.5.1 Local fares for work 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

Faculty and Staff who are members of the University's group medical plan have extended coverage while travelling. It should not therefore be necessary for Faculty or Staff to purchase additional medical insurance.

Individuals travelling out of the province or out of the country on University business, who are not members of the medical plan, may need to arrange for medical insurance.

Please consult <https://carleton.ca/hr/benefits-at-a-glance/> for details.

### 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.

Please consult <https://carleton.ca/purchasing/american-express-amex/> for details of coverage under the Corporate American Express Card.

### 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. Please refer to Risk Management Manual at <https://carleton.ca/financialservices/wp-content/uploads/2019-Risk-Management-Manual.pdf> for coverage limits deductibles and other details.

### 3. 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. Accommodation for one night before and after an event is acceptable if the start and end times warrant it. The University requests that, where possible, travellers in Canada stay at hotels which provide a preferred rate to University employees. Information on these hotels is available through the purchasing department or the Canadian Association of University Business Officers (CAUBO) - [http://caubo.ca/supplier\\_contracts/hotels](http://caubo.ca/supplier_contracts/hotels)

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 Meal costs may be claimed on a per diem basis, in accordance with the National Joint Council. The rates are subject to change without notice.

3.2.2 Subject to the Hospitality and Working Meals Policy, reimbursement for entertainment and hosted business-related meals while travelling are allowed when the claimant is the host. Reasonable meal costs must be supported by original detailed receipts, a written explanation of the purpose for the entertainment and a list of the attendees. **Please be reminded that in accordance with the Broader Public Sector Accountability Act (Bill 122), the inclusion of hospitality, incidental or food expenses in a contract between the University and consultants/contractors is prohibited.**

3.2.3 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 (see [Hospitality and Working Meal Expenses](#)). Cannabis expenses will not be reimbursed.

#### 3.3 Incidentals

An allowance to cover the costs of items that can be attributed to an overnight travel period, but for which no other reimbursement or allowance is provided under this policy, and which helps offset some of the expenses incurred as a result of having to travel. It includes but is not

limited to such items as gratuities, laundry, dry cleaning, phone calls home, grass cutting, snow removal, home security checks, plant watering, mail services, pet care, telecommunications hook-ups and service, and shipping of some personal effects.

The amount of the allowance is determined by the National Joint Council. The details can be found at <http://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a3-eng/php>

#### 3.4 Care for Child or Dependent Adult

3.4.1 The University shall reimburse for reasonable additional costs associated with the care of children and dependent adults while an employee is out-of-town overnight or on weekends on University business.

3.4.2 Such additional costs may not include those incurred by the employee for care of children or dependent adults during the normal work day or care provided by a parent or guardian.

3.4.3 Receipts, including the cost, dates of care given, caregiver's name and phone number, must be submitted.

#### 3.5 Other Reasonable Expenses

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

### 4. Non-Eligible Travel Expenses

Examples of travel costs which will not be reimbursed are:

- First class and business class air fare, within continental North America except for medical reasons supported by a medical note
- commuting to and from a place of residence
- parking and traffic fines
- passport and immigration fees
- personal expenses incurred on behalf of the claimant or his/her family, friends or relatives while travelling
- reimbursement for airfare purchased with personal frequent flyer programs
- child care payments made to a parent or guardian
- immunization costs not specifically required for travel
- interest charges on overdue credit card bills resulting from a delay in submitting a request for an advance or reimbursement
- alcohol e.g. wine as a gift

## **5. Payments to Third Parties**

5.1. The University will not make direct payment to travel agents or credit card companies for travel or other expenses. Travellers using a University Travel Card are responsible for ensuring that payments are made on a timely basis.

## **6. Prepaid Travel (Advances)**

6.1. Travellers 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.

6.2. The fee associated with a cash advance from the University's Travel Card (American Express) is an allowable expense.

6.3. Travellers may receive cash advances for meals for a trip when one or more of the following circumstances apply:

- the traveler will be away from Ottawa for more than 14 consecutive days
- the travel destination is outside of Canada and/or the United States
- the travel destination is in a rural or northern region of Canada where it is unlikely that credit card payments can be made

6.4. Travellers may receive cash advances for other anticipated out-of-pocket costs when these costs are documented and it is reasonable to assume that the University Travel Card or other credit card cannot be used.

6.5. Travel advances for faculty, staff and Canadian residents will be paid in Canadian dollars.

6.6. Advances must be requested no less than five business days before departure.

6.7. 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.

6.8. By signing a request for a travel advance, the recipient acknowledges that the funds are repayable to Carleton University. Travellers may receive a T4A (Statement of Other Income) for the value of outstanding travel advances, if these are not cleared between the end of the University fiscal year and December 31st of the same calendar year.

## **7. Foreign Exchange**

7.1. All travel claims and advances are to be submitted with any foreign exchange conversion completed.

7.2. All payments to University faculty, staff, students and Canadian residents will be made in Canadian dollars.

7.3. Payments to non-Canadians and/or non-residents may be made in the currency of their choice.

## **ROLES AND RESPONSIBILITIES**

1. The claimant is responsible for ensuring that claims for expenses are in accordance with University policy and that all supporting documentation is submitted.

2. Financial Services is responsible for verifying that claims are in accordance with university and/or funding agency guidelines, all documentation is received, and the claims duly authorized.

3. All travel and related expenses must be approved by the traveler's supervisor. The approval confirms the relevance and reasonableness of the travel, for University purposes.

## **CONTACTS**

Associate Vice-President, Financial Services

Director, Business Operations

Director, Research Financial Services

## **RELATED POLICIES**

Hospitality and Working Meal Expenses Policy

Purchasing Policy