

# Travel and Expense Claims Policy and Procedure

## Quick Reference Guide

This document is intended to help you quickly complete common tasks affected by the Travel and Business Expense Claims Policy and Procedure.

### RESPONSIBILITIES OF A CLAIMANT

#### What do I need to do before incurring travel and business expenses?

Before incurring expenses, documented pre-approval must be obtained for travel and business expenses and professional development, except those incurred on research funds or travel and expenses funds (pooled travel funds) for UMFA members. An [Expense Pre-approval Form](#) may be used to obtain documented pre-approval.

All travel and business expense claims are subject to approval from the Claimant's or Principal Investigator's one-over-one and financial authority before reimbursement.

Definitions of what these roles mean:

- a. A **one-over-one** approver is an individual responsible for approving a claim and to whom the claimant reports to, and
- b. Individuals with a level of accountability associated with financial transactions on an FOP are **Financial Authorities**.

#### How do I claim travel and business expenses?

Faculty and Staff need to submit their claims through Concur for reimbursement.

Students and non-employees can submit [Guest / Student Travel and Business Expense Claim form](#) (paper claim) for reimbursement.

#### What do I need to provide to submit a claim?

Claimants are accountable for their expense reimbursement requests and must at all times uphold the requirements outlined in UM Policies and Procedures and/or external guidelines.

The reimbursement for expense claims will only be given for expenses:

- a. Necessarily incurred in the performance of University business;
- b. Within the scope and amount of the budget for the unit;
- c. Claims are compliant with UM policies and procedures, including but not limited to:
  - Travel and Business Expense Claims Policy and Procedure
  - Applicable research grant requirements
  - Gift Card Guideline
  - Gifts and Gratuities offered to University Employees
  - Recruitment and Relocation Policy and Procedure
  - Purchasing Policy and Procedure
  - Human Resource related procedures for payments to individuals
- d. That includes justification for each expense and all appropriate documentation (see requirements below); and
- e. Submitted on time, within the fiscal period and not to exceed one year from the transaction date.

For a claim to be processed, the following supporting documentation is required:

- Documented pre-approval, except for expenses incurred on research funds or travel and expense funds (pooled travel funds);
- Conference agenda;
- Airfare flight itinerary;
- Other travel - trains, car rental, taxi, etc. - original detail, dated receipts;
- Accommodations - detailed hotel folio with payment information indicated;
- Meals - detailed restaurant receipts; and
- Professional Development such as memberships, professional dues, professional development courses/sessions/workshops - detailed with payment information indicated.

Before booking airfare in Concur or with CWT, obtain a Reference Number (RN) and the FOP to which the flight will be charged. A RN can be found on the Concur homepage under the Company Notes section, or you can obtain one from the [UM website](#).

## BOOKING AIRFARE

### Recommended Airfare Booking Method:

- Book through Concur for domestic, trans-border (Canada-USA), and direct international flights.
- Book through CWT, our designated travel agent, for more complex flights (for example, multi-city, group bookings, or International destinations).
- Direct booking on airline websites, through other travel agencies, or through travel websites may be made using a University issued Travel Credit Card for your own travel, or non-employees.

**NOTE:** Bookings made in Concur or with CWT are booked to a central corporate card and charged to the FOAP provided at the time of booking.

### Allowable Airfare Classes:

- Economy flights within Canada and the USA.
- Flex flights outside Canada and the USA.
- Premium economy flights to countries outside Canada and the USA not listed in Section 2.10 c) in the Travel and Business Expense Claims Procedure.

**TIP:** Seat selection and baggage fees are reimbursable.

## BOOKING ACCOMMODATIONS

### Recommended Accommodation Booking Method:

- Arrange through Concur in order to obtain the most economical rate.
- Any booking method may be used, and payment can be made using a University issued Travel Credit Card or personal card.

### Accommodation Amounts:

- Accommodation will be limited to reasonable amounts in the particular circumstance.

### Private Accommodation:

- Private accommodations when staying with friends or relatives are allowable. Reimbursement for a token of appreciation may be claimed based on receipts, up to a maximum of \$50 per night.

**NOTE:** This would not be allowable if the claimant has any ownership or rental interest on the premise.

## VEHICLE RENTALS & PRIVATE AUTOMOBILE USE

### Recommended Vehicle Rental Booking Method:

- Arrange through Concur in order to obtain the most economical rate.
- Any booking method may be used, and payment can be made using a University issued Travel Credit Card or personal card.

### TIPS:

- Contact the Office of Risk Management to obtain non-owned vehicle rental insurance at no additional cost to faculty and staff. Vehicle rentals using a University issued Travel Credit Card provide coverage at no additional cost to the cardholder (restrictions apply). For more information, refer to Section 2.27 in the Travel and Business Expense Claims Procedure, or contact Travel Services for details.

### Private Automobile:

- The allowance for personal automobile use while on approved UM business is \$0.46 per kilometre. Only incremental km drive above the distance from residence to normal work location may be claimed.
- The use of a personal vehicle should be limited to those trips where no suitable public transportations are available or where private automobiles are more economical considering all costs.

## TRAVEL CREDIT CARDS

Applying for a Travel Credit Card is optional for permanent UM employees. Travel Credit Cards are intended for the cardholder to use for their own travel and business expenses, or to covers costs for non-employees (for example, to keep students from going out-of-pocket). Travel Credit Cards may not be used to pay for expenses for other faculty and staff.

### Types of expenses permitted includes:

1. Airfare
2. Train tickets
3. Taxis, buses, shuttles
4. Accommodations
5. Car rentals and fuel
6. Meals while travelling
7. Hospitality
8. Conference registrations
9. Professional Development such as memberships, professional dues, professional development courses/sessions/workshops

### This does not include:

1. Payment for services provided
2. Purchase of office supplies or equipment
3. Computer hardware/software
4. Cell phones or phone bills
5. Recurring charges
6. Gift cards

All transaction are loaded into Concur within a few days of incurring the expense.

All charges must be submitted through an expense claim that must fully approved and paid to the credit card company within 60 days of the transaction date.

**NOTE:** Late charges are the responsibility of the cardholder.

While it should be avoided, if the Travel Credit Card has been used for personal expenses, or if the card has incurred a late fee, the cardholder is responsible for making the timely payment from their personal financial institution to the credit card company.

Personal expenses must be submitted through an expense claim and are to be marked personal by selecting the personal expense check box and using the personal account code.

## MEALS WHILE TRAVELING

### **Meals with Receipts:**

Actual costs (meals with receipts) can be claimed for each meal (food, beverage, taxes and gratuity) listed separately on the claim. Therefore, detailed meal receipts are required.

### **Meals Per Diems:**

Allowances for meals without receipts may be claimed. Where this allowance is claimed, no additional amount may be claimed for the same meal. For example, if a conference provides lunch, the daily rate must be reduced to claim only the breakfast and supper amounts.

See the chart below for per diem rates (see Section 2.88 of the Travel and Business Expense Claims Procedure for country listing for each region).

Per Diem (in CAD)	Breakfast	Lunch	Supper	Total
Canada	\$15	\$15	\$30	\$60
USA/Africa	\$20	\$20	\$40	\$80
Asia/Latin America/Oceania	\$20	\$20	\$50	\$90
Europe/Caribbean	\$25	\$25	\$60	\$110

**NOTE:** Per diem rates are in CAD funds.

## HOSPITALITY

Hospitality/staff events (with receipts) are group meals or staff-related events (food and/or beverages, including alcoholic beverages) where University faculty, staff, or students are present may be reimbursed when:

- Directly related to a University business purpose;
- Approved by the one-over-one approver;
- Costs are reasonable to the circumstance; and
- Only includes participants directly relevant to the circumstance (list of attendees must be included in the claim).
- Expense claims must be coded under the account hierarchy 70676, except for alcohol which must be coded separately to account 706760.

**NOTE:** Hospitality reimbursement amounts that are \$40.00 or more per person (CAD) require approval at the level of Dean, Associate Vice President, Vice Provost, Vice President, or President.

## QUESTIONS?

Contract Travel Services by phone at 204-480-1001 ext. 1 or email to [travinfo@umanitoba.ca](mailto:travinfo@umanitoba.ca)

## MISSING RECEIPTS

In unusual and infrequent scenarios, where an itemized receipt has been lost, accidentally destroyed, or is otherwise unobtainable, the Claimant may use of a Missing Receipt Declaration. It is expected that all measures to obtain a receipt will have been exhausted prior to using the Missing Receipt Declaration, including contacting the vendor for a duplicate copy.

## GIFTS

1. Gifts to staff are not eligible for reimbursement.
2. Gifts in lieu of honorariums for guest speakers are eligible with proper approval and documentation. If a gift card is provided, recipients are required to provide confirmation of the amount and denomination received on a dated document or receipt.
3. When staying with friends/family, a gift or cash equivalent to \$50/night stayed is eligible for reimbursement supported by receipts and recipient confirmation.

**NOTE:** If the unit anticipates that any recipient will receive compensation in the form of gift cards of \$250 or more in a calendar year, the recipient is required to complete a [Non-Employment Payment form](#). The completed form should be attached when reconciling an expense claim.

## HONORARIUMS

Studies that involve the payment of nominal amounts to a number of study participants are permitted. Honorarium recipients will be expected to sign a document indicating the date and denomination received, however if confidentiality of the study participant's names is critical, an honorarium attestation form may be submitted instead. Receipts and names should be stored in a secure location in the department for the next seven years for audit requirements.

**NOTE:** Cash or gift cards issued in exchange for a service provided are considered income and must be processed through Human Resources.