Travel and expense claims must be submitted within 30 days of the expense. Expenses incurred near the end of a fiscal year (i.e. January through March) may only be claimed up to 45 days into the new fiscal year or they become non-reimbursable. This tip sheet represents a summary only of the requirements for charging travel expenditures to the University. Please see detailed UAPPOL Travel Expense Procedure and corresponding Appendix A - Schedule of Allowable Expenses. Travel tools and TAP/HAP information is located at the SMS Travel Management website.

All claims must be reasonable and reflect prudence, good judgment, due diligence to reasonable economy and be defensible to a reasonable and impartial observer. For approved University business travel, the traveler will be reimbursed for appropriately received, legitimate and reasonable expenses at the approver's discretion. Donor/sponsor/agency restrictions apply and in the absence of donor/sponsor/agency conditions, University policies and procedures apply.

Original Receipts and Proof of Payment

Original itemized vendor receipts must accompany a travel and expense claim (a credit card or debit card slip is not considered an original receipt). Unsupported expenses will not be reimbursed.

Purchase of Goods and Services (Non-Travel Related)

Limit does not apply to P.E.R Reimbursements

Expense claims will be processed to a maximum of $500/receipt for out-of-pocket expenses. Contact your administrator BEFORE PURCHASE IS MADE for purchase options exceeding $500/receipt.

Corporate P-Card Application

Travel Advances

Typically, not available due to access to other payment options (TAP, HAP, purchasing card [i.e. conference registration]; University travel card).

Air Fare & Boarding Passes *FoMD Policy Differs from UAPPOL

FOMD will continue to reimburse lowest available cost tickets (generally Tango or similar class) for flights less than 4 hours*. Any upgraded travel will require written pre-approval from the Dean. TAP forms must be listed on the claim and marked non-reimbursable.

Flex Class or similar class tickets will only be reimbursed only under the following circumstances:

- Travel in excess of four hours (i.e. Edmonton to Toronto) with evidence of a speaking or similar engagement on the day of arrival (supporting document required) *

Air fare for flights outside of Canada and the USA that exceed the lowest available economy (such as Latitude, business, executive or first class) require written PRE-APPROVAL from the traveler’s Dean or Vice-President; and may only be charged to the University in the following circumstances:

- A medical condition necessitates an upgraded travel class.
- A business reason can be demonstrated.
- Travel is outside of Canada and the USA (excluding Hawaii).

Claimable Associated Air Fare Costs: Limited to ONE checked bag to and from travel location, Seat Selection fees, Flight cancellation insurance

Claim to include original airline ticket receipt detailing the fees and taxes paid, flight itinerary and proof of purchase. If the traveler chooses to personally pay for upgraded airfare, a supporting document is required. The rate changes to $0.31 per km.

Incidental Allowance: Rates are listed below for use of a private vehicle.

- Rough road supplement of $45 per day.
- Mileage of $0.50 per km for use of a private vehicle reimbursed only for travel up to maximum 1000 kilometers round-trip.
- Mileage of $0.30 per km for use of a private vehicle not reimbursed for travel above 1000 kilometers.
- Mileage of $0.20 per km for use of a public vehicle.