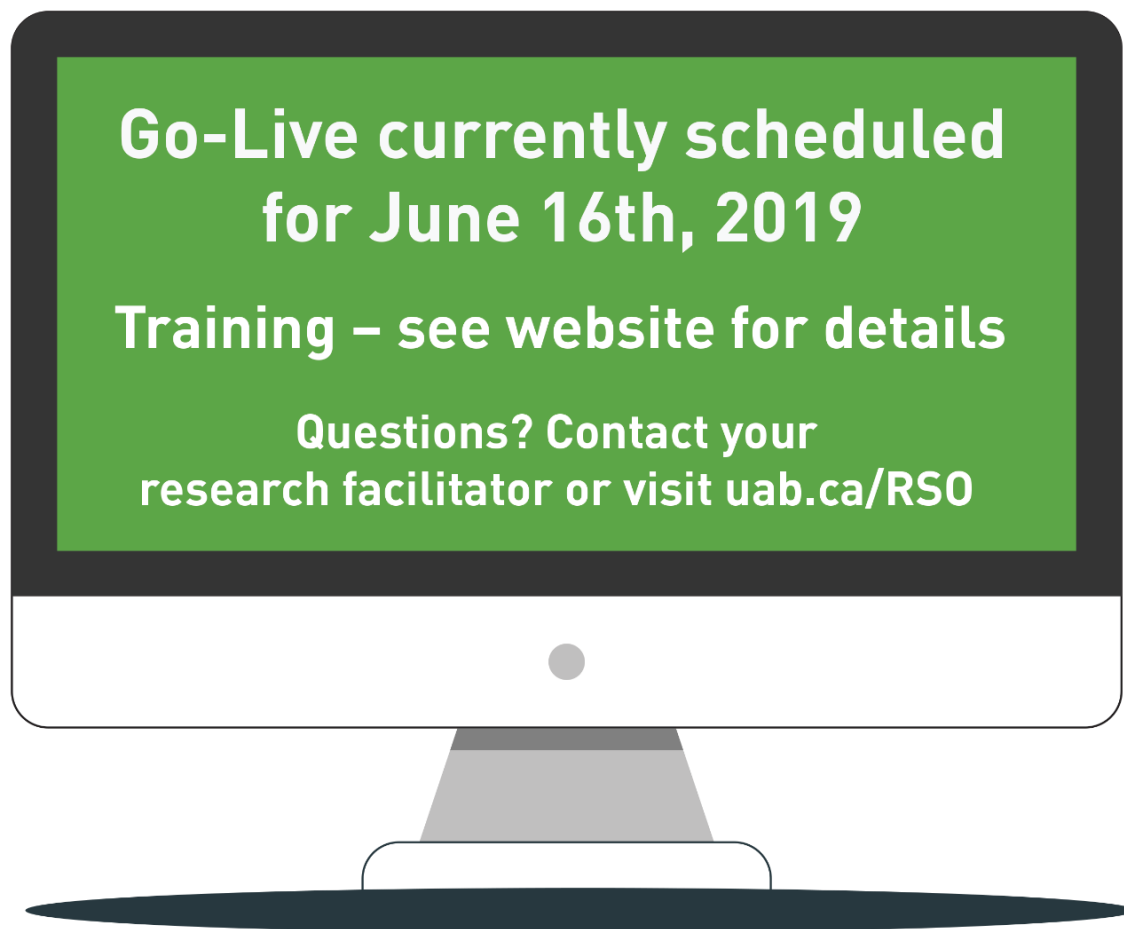


Research Administration Workflow (online approvals)



Supply Management Services Travel Processes and Expense Procedure Update

Background

Supply Management Services is responsible for negotiating contracts and administering the University Travel Program. This includes updating & defining processes, while identifying eligible expenses. This is completed within the **Travel Processes and Expense Procedure**:

The Procedure was last updated in the summer of 2016.

Consultation was completed with units, faculties and departments across campus (RSO, Medicine, Advancement, Engineering, Office of the Provost, Risk Management and Human Resources).

All updates are a result of the consultation or results from compliance reviews.

27 changes – 14 are significant and 13 are items of clarification.

We will review all 27.

Travel Processes and Expense Procedure Updates

Bookings (the four W's were added to clarify the required information when submitting an expense claim).

What was the business activity – (purpose of the Event)

Who was in attendance at the Event

Where did the Event take place

When did the Event occur – date(s) of Event and travel dates

Air Travel Requirement – (report time to airport) for international flights 120 minutes and for Canadian flights 90 minutes.

Airfare (credits) - airline credits are valid for 1 year from original departure date. If they are not used within 9 months/270 days they are used centrally for the next available flight.

(New Section) Ground Transportation – includes public transit, train, taxi and ride share services (was previously included with Air Travel).

Accommodation - Accommodation for one night before and after an event is acceptable if the start and end times warrant such travel logistics. One additional day may be added prior to the business purpose to a maximum of two days if the travel is international, (excluding USA and Canada), and the total duration of travel time exceeds 12 hours, (e.g. leave Edmonton at 8 A.M. and arrive at international destination after 8 P.M MST, (Edmonton time)).

Travel Processes and Expense Procedure Updates

Vehicle Rental - added SUV vehicle as option and clarified what could be a justifiable need for a vehicle upgrade (4 or more in vehicle, extended highway driving over 100 km, availability, winter driving conditions).

Personal vehicle use - section was added that allows researchers to use personal vehicle for travel in excess of 1000 km for remote locations in specific circumstances.

Meals – gratuity was increased from 15% to 18%.

Incidental Allowance Rates – removed the overnight requirement to claim this expense.

(New Section) Vehicle Insurance - Provided guidance on what insurance should be purchased. Two options, rental agency full coverage or self insurance through Risk Management.

(New Section) Medical Insurance - Provided advice and recommendation on when and what type of medical insurance should be purchased.

Travel Processes and Expense Procedure Updates

GST - clarification provided that GST applies to allowance rates when used in Canada.

(New Section) Work Visas and Travel Papers - University employees and students; associated costs related to obtaining a work visa or travel papers for the purposes of representing the university out of country are reimbursable expenses.

(New Section) Cell Phone and Internet Use - provided clarification on what can be expensed and available plans.

Ineligible Expenses

All costs associated with missing a flight and the rescheduling of a new flight due to your late arrival are the responsibility of the Claimant and not eligible for reimbursement.

Parking expenses are ineligible at the Claimant's primary work location.

The value of redeemed reward points, personal air credits and gift cards for the purpose of university travel and expenses are not eligible for reimbursement.

Travel Processes and Expense Procedure Updates

Ineligible Expenses Cont.

The cost to secure and obtain a passport and/or Nexus Card, an airport lounge pass, Canada National Park Pass or roadside service membership are not eligible for reimbursement.

(New Section) In Town Events - Expenses relating to the attendance of Events in the Edmonton region are limited. Eligible expenses include off campus parking only, mileage, ground transportation (taxi, public transit/train fares to and from event), registration and limited meal allowance rates. Breakfast is ineligible at all times, lunch can only be claimed if the event exceeds 4 hours & is not supplied at the Event and dinner can only be claimed if the event ends past 6:30 P.M. and has not been provided at the event. Incidental allowance rates do not apply to In Town Events at any time.

(New Section) Local Business Activity Expenses - Many university employees are required to shuttle locally within the City of Edmonton (25 km radius) as part of their regular job duties. Expenses relating to this type of activity are limited to mileage that exceeds 10 km and parking only (parking at the primary work location is excluded at all times). If the primary work location is main campus, mileage and meal allowances are not reimbursable to attend activities at Campus St. Jean, South Campus and Enterprise Square.

Meal allowances are not reimbursable for local activities (25 km radius) at any time. Meal allowances are limited to activities beyond the 25 km radius to lunch only if the local activity exceeds 4 hours in length and occurs prior to 1 p.m. (total time of meeting only, travel time to and from event are not considered as part of the 4 hours). Meetings beginning after 1 p.m. are not eligible for meal allowances of any type.

Travel Processes and Expense Procedure Updates

(New Section) Personal and Family Illness While Traveling on University Business

Personal Illness may occur while traveling on university business. Additional costs (university claimant only), associated with changes to itineraries are reimbursable only when a claimant has been hospitalized. These expenses must be supported by a doctor's note from the attending physician/hospital. The note must include location, doctor's name & signature, hospital name/location and length of stay, (documentation must be provided to the approver with the Travel Expense Claim).

Family Illness or death may occur while traveling on university business (university claimant family only). Additional costs associated with changes to itineraries are reimbursable only when an *immediate family member of a Claimant has been hospitalized or deceased. These expenses must be supported by a doctor's note from the attending physician/hospital. The note must include relationship of family member, doctor's name & signature hospital name/location and length of stay, (documentation must be provided to the approver with the Travel Expense Claim) or statement of death. *Immediate Family Member – Includes: son, daughter, brother, sister, spouse (including common-law spouse), brother-in-law, parent, sister-in-law, parent-in-law, grandparent, or the husband or wife of any of these.

Travel Processes and Expense Procedure Updates

Travel Advances - Travel advances are not to be used and approved for expenses relating to airfare and conference registration. Airfare should be booked through the central pay option, (TAP) and conference registration should be charged to the [University Travel Card](#) or Purchasing Card.

Travel Claims - Each trip requires a separate Travel Expense Claim.

Supporting Documentation – Initial move to the use of scanned and attached receipts for all expense claims relating to travel expenses (includes claims submitted for PER expenses), fully implemented April 2020.

Presently Two Options – Electronic attached receipts or paper receipts attached and submitted with claim.

Applying Exchange Rates - the 7-day PeopleSoft average, (for currency supported by PeopleSoft).

Only when currency is not supported by PeopleSoft, the rate displayed by [OANDA Currency Converter](#) will be used. When travel exceeds one day, the first and last day of travel are averaged to determine the rate applied to the transactions paid in foreign currency (rounded to 3 digits).

The actual CAD currency charged on the [University Travel Card](#) or a personal credit card statement. (A copy of the statement must be attached to the claim).

Travel Processes and Expense Procedure Updates

(New Section) Initiate, Review, Approve and Process (IRAP) – section 9 (identify responsibilities of claimant, Independent Reviewer and Budget Owner to complete an Travel Expense Claim).

Travel Program Updates

Airfare: Basic Fares have been made available on the Maritime Website as an option when booking airfare. We caution the use of them; deep discounts with higher risk.

Virtual Pay Cards (through Diner's): We are piloting the use of virtual pay credit cards with VP-Research ALES and Campus St. Jean for use when completing bookings for AirBnB. Once we have determined functionality, we will determine how they can be deployed in other areas on campus.

PeopleSoft travel and expense module updates

General Information Box – tabbing order corrected.

Detail Information Box – Text manually entered into the Details box before selecting the account details or after any change to the accounting details would be erased. Correction is in development.

Accounting Defaults – moved to the general information box, font sized increased to help indicate requirement to enter defaults in, added * to indicate required field and statement “Select Speedcode or Chartfield String”.

Attachments – Allow Independent Reviewers to add and view attachments on the expense claim page. Grant access to allow for approvers in the chain to view the attached claims. Include all comments in the expense claim approval history grid.

Attestations are being added that identify the responsibility of Claimant, Independent Reviewer and Budget Owner. Note: a data entry delegate will get the attestation popup if they SUBMIT on behalf of the claimant.

Travel and Expense Compliance

Close to 500 Travel and Expense Claims were reviewed by Compliance this past fiscal year.

A large number of these claims could have been reviewed and dealt with quickly.

They would not have required additional follow up with the claimant or department.

Circumstances that are affecting compliance reviews:

- Duplicate claims: identical expense processed through T and E, PER and/credit card.
- Insufficient supporting documentation. E.g. claiming large gratuities, traveling with groups with unsupported expenses.
- Explanation of rationale for claimed expense. E.g. personal cell phone/internet charges.
- Mixing personal/family travel with business travel. E.g. Accommodation upgrades, vehicle upgrades, extra nights of accommodation, airfare.

First Nations, Metis and Inuit Payment Guidelines

Background

The University of Alberta recognizes the importance of honorarium to **First Nations, Metis and Inuit individuals (FNMI)** in a culturally sensitive way.

These payments are most often considered 'Gifts' - a long Inherent and Traditional Custom in most Indigenous cultures today.

Guidelines and forms are available to assist faculty and staff when making these payments.

During the past six months a committee from campus has been working towards the completion of this document to support activities at the university and to clarify process.

Types of Honorarium Payments and Gifts

Monetary gift (cash, cheque, direct deposit)

Gifts of appreciation (cards, blankets, tobacco, U of A swag, etc.)

Incidental expenses (kilometer rate, meals, parking etc.)

Areas of Responsibility

Faculty Offices – First point of contact for protocols and guidelines relevant to their own Faculty.

Supply Management Services – Approval and resource for Cash Payment Process, payment information and training, central reconciliation of Cash Payment Process; processing and payment of non-employee travel expense payments.

Financial Services – Petty Cash Process

Human Resources – Collecting, consolidating and reporting all payments issued to FNMI individuals (cash, cheque or direct deposit through payroll) and preparing tax slips as per CRA regulations (T4A).

Process – honoraria, gift and/or incidental expenses

Cheque or direct deposit honorarium payment (remitted after event) – use the Honoraria and Expense Payment Form (submit to HR for payment).

Cash honorarium (remitted at event) – use Cash Payment Process or Petty Cash Process through Financial Services.

Gifts of appreciation – purchased using a university corporate purchasing card or out of pocket and reimbursed to the individual.

Incidental Expenses (kilometer rate, meals, parking and accommodations) – paid in cash or through a non-employee travel expense claim after the event.

Recommended Honorariums

Elders and Traditional Knowledge Keepers (events such as opening prayer, guidance, Tipi teachings and setup and/or closing prayer)

Half day \$150 - \$250 (0-4 hours)

Cultural Artist (activities such as sewing, beading, tufting, drum making and quilling)

Half day \$150 - \$250 - plus supplies (0-4 hours)

Master of ceremonies (facilitator) Half day \$150 - \$250

Recommended Honorariums

Traditional Performers

Powwow dancers - Half day \$150 (0-4 hours)

Powwow singers - Half day \$150 (0-4 hours)

Host drum - Half day (includes multiple drummers) \$1500 - \$2000 (0-4 hours)

Hand Drummer (one traditional drummer) - Half Day \$50 - \$150 (0-4 hours)

Jiggers, Dancers, and Fiddlers \$50 - \$150 (0-4 hours)

Other Considerations

Tax implications and considerations – CRA views honorarium payments as taxable income.

Social insurance number must be collected and a T4A is issued.

Employment Status – for those employees that hold an employment relationship with the U of A and would be eligible for an honorarium payment; payment request should be submitted to Human Resources (payroll) for processing through direct deposit.

Employees that are living and working on a reserve who have Indian Status under the Indian Act are required to complete a TD1IN E(18) and forward to payroll for processing.

Payment Timelines – Both Payment Services and Human Resources process these types of payments. They can take up to seven working days to complete.

Links – Guidelines and Form

First Nations, Metis and Inuit Honorarium Payment Guidelines

<https://cloudfront.ualberta.ca/-/media/hrs/managing-and-administration/employment-benefits-and-pay-administration/payments/fnmi-payment-guidelines.pdf>

Honoraria and Expense Payment form

<https://drive.google.com/file/d/1UkOqn0nxYiEclt6i3UEoTLbmcSFG5dsJ/view>

Online Evaluation Form

- We appreciate your help in evaluating this presentation!
- The RAD evaluation form is accessible online. [Click here](#) or click on the blue checkmark below (*right-click the hyperlink(s) and click **Open Hyperlink** to activate*).

