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Date: Tuesday, November 27, 2018

To: Deans, Directors, Chairs and Administrative Support Staff

From: Phil Webb – Director Logistics and Business Services

Cc: Martin Coutts AVP Finance and SMS, Gitta Kulczycki Vice President Finance and Admin

Re: Travel Processes and Expense Procedure Updates

Supply Management Services is responsible for negotiating travel related 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** and **Appendix A: Schedule of Allowable Travel Expenses**.

The Procedure was last updated in the summer of 2016 and has been under review for the past few months. Many updates have been incorporated into the procedure as documented below, which will come into effect on December 1/2018.

Recent Updates and Clarification to the Procedure and Appendix A:

Name Change – The procedure has been renamed to Travel Processes and Expense Procedure **Bookings** (the four W's were added to clarify the required information when submitting an expense claim).

What was the business activity? – (the 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 – (reporting time to airport) for international flights, 120 minutes prior to departure time and for Canadian flights, 90 minutes prior to departure time.

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 (no budget transfer is completed if the credit is used by another department or faculty).

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

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)).

Vehicle Rental - SUV vehicle was added as a rental option. Clarification was provided on what is a justifiable need for a vehicle upgrade (4 or more passengers in the vehicle, extended highway driving >100 km, availability, winter driving conditions).

Personal vehicle use – A section was added that allows researchers to use personal vehicle for travel in excess of 1000 km for remote locations in specific circumstances (budget owner approval is required).

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 are available; 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.

GST - Clarification provided on when GST applies to allowance rates (in all cases where allowance rates are claimed GST applies).

(New Section) Work Visas and Travel Papers - University employees and student travel and 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 plans available to university travelers.

Ineligible Expenses

1. 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.
2. Parking expenses are ineligible at the Claimant's primary work location.
3. 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.
4. The cost to secure and obtain a passport and/or Nexus Card, an airport lounge pass, yearly 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.

(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 or instructed by a physician not to travel. 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) and/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 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 Submission - Each trip requires a separate Travel Expense Claim.

Supporting Documentation – The university is moving to the use of scanned and attachment functionality within PeopleSoft (Travel and Expense module). Initially, the use of the functionality is optional; university travelers can complete their travel expense claim by scanning and attaching receipts within the module or by submitting the paper copy with the expense claim statement. Effective April 1/2020, the scanning and attachment process will be fully implemented and the only available option to submit Travel and Expense Claims. This also includes Professional Expense Reimbursement (PER) claims.

Applying Exchange Rates – There are three available options to apply exchange rates to international university travel. They include the following:

1. The actual CAD currency charged on the University Travel Card or personal credit card (a copy of the statement must be attached to support the rate).
2. the 7-day PeopleSoft average (for currencies supported by PeopleSoft).
3. (Only when the 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).

(New Section) Initiate, Review, Approve and Process (IRAP) – section 9 of the procedure, identifies the responsibilities of claimant, Independent Reviewer and Budget Owner when completing a Travel Expense Claim.