Procedure for Visitor Travel

NOT IN EFFECT UNTIL JANUARY 1, 2027



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Effective Date: 2027-01-01

Responsible Unit: Office of the the Associate Vice-President (Finance) and Chief Financial Officer

Receipt: The proof of travel expense payment required to support the amount requested for reimbursement on a travel expense claim.

Unit Head: Those holding the responsibility of a unit's budget and activities (or their delegate), with the authority to approve travel and the ability to assess that such travel is necessary, reasonable, legitimate, and appropriate.

University: Memorial University.

Visitor: A person invited by the University to temporarily teach, conduct research, collaborate or consult, or act as a special guest, including but not limited to distinguished professors, visiting researchers, scholars, visiting government officials and other guests of honour.

Procedure

1. General

1.1. This procedure supplements the *Travel Expense Management Policy* and related policies and procedures. It should be read together with those documents.

1.2. Where a Visitor's travel is funded by a contract or agreement that requires alternative arrangements, those arrangements may be supported during the authorization and claims process with such provisions attached.

1.3. The unit responsible for arrangement of the visit is encouraged to help the Visitor obtain travel arrangements appropriate to the proposed length and circumstances of the visit as per University policy and procedures and/or other applicable contractual requirements.

1.4. Visitor travel arrangements may be handled through one of the following options:

(i) Arranged and paid directly by the host unit.

(ii) Arranged and paid by the Visitor and reimbursed to the Visitor after the visit.

(iii) A combination of options (i) and (ii).

2. Authorization

2.1. Travel for Visitors must be pre-authorized by the Unit Head funding their travel as per the *Procedure for Travel Authorization.*

2.1.1. If Visitors are travelling outside of Canada on behalf of the University, they are also referred to the *Travel Outside of Canada* policy for further authorization requirements.

2.2. For any travel expense not provided for under this *Procedure* or not required by a contract or agreement, application must be made to the Vice-President (Finance and Administration) for authorization as a Travel Deviation if first approved by the Unit Head.

3. Reimbursable Expenses

3.1. Expenses that may be reimbursed in accordance with the rates and standards set out in the *Procedure for Travel Expense Management* for up to five (5) days with appropriate Receipts (as required) include:

a) Return economy airfare

b) Taxi fare to and from airports, and between the accommodations and the University (or primary site of visitation).

c) Meal per diem as per the Schedule for Reimbursable Expenses, less any meals provided by the host unit. Visitors are not eligible to claim hosting expenses.

(i) When a Visitor has been hosted for a meal by the University, that meal must be removed from the Visitor's per diem claim for that day.

d) Commercial or private accommodations where private accommodations (i.e., staying with friends or family) are reimbursed as per rates set out in the Schedule for Reimbursable Expenses.

3.2. Such expenses become the responsibility of the Visitor if the stay is longer than five (5) days, unless there are additional provisions required as per a contract or agreement.

3.3. When a Visitor is an honourary graduand, economy airfare only may be reimbursed for one guest of the graduand**.**

4. Reimbursement of Expenses and Payment of Stipend

4.1. After completion of travel and where a Visitor has paid for their own travel, the traveler will complete a *Travel Claim Form* with original Receipts (where required) and submit the claim for approval to the host Unit Head as per the *Procedure for Travel Claims and Reimbursements.*

4.1.1. Where host units prepare a Travel Claim Form on behalf of a Visitor, Visitors must still sign the claim, attesting to its accuracy.

4.2. If a Visitor chooses to travel by an indirect route or transportation method that extends travel time and cost, the Visitor will be reimbursed for their actual cost of travel with Receipts to a maximum of the estimated cost of the most reasonable travel route by the most cost-effective means of transportation.

4.3. Visitors are required to supply their Social Insurance Number (SIN) when paid a stipend or honorarium by the University. The Canada Revenue Agency requires the University to issue a T4 or T4A or a T4A-NR for payments made to Visitors. T4As will be issued only when the sum of all taxable benefits exceeds $250 in one given tax year.

4.3.1. Non-Canadian residents who do not have a SIN must submit the employment number that they use in their own country. It is important that their foreign address be accurate for the required T4A-NR.

4.3.2. Tax documents are not issued for travel expense reimbursement, only stipend amounts.

Related Documents

Schedule for Reimbursable Expenses
Procedure for Travel Authorization
Procedure for Travel Claims and Reimbursements
Procedure for Travel Expense Management
Visitor Approval Form
Travel Claim Form

Policies using this Procedure:

Hosting Policy
Travel Expense Management Policy
Travel Outside of Canada