

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND**  
**Board of Regents**  
**Travel – Chancellor Policy**

**PRINCIPLE**

The Chancellor of the University is a volunteer position. Memorial University and the Board of Regents appreciate the valuable contribution made by the Chancellor to the University and the necessity for regular travel to fulfill the requirements of this Office. As a result, this policy provides for flexible and convenient travel within reasonable expenditure limits, allowing the University to meet its stewardship obligations as a public institution.

**PURPOSE**

To provide guidelines for the management of travel expenses for the Chancellor of the University and his/her spouse where such travel is necessary and approved. Also, to provide the rates and conditions of reimbursement for reasonable travel expenses incurred on University business.

**SCOPE**

University-related travel of the Chancellor and the Chancellor's spouse when (s)he accompanies the Chancellor on University business.

**AUTHORITY:** Board of Regents.

**POLICY**

The Chancellor and his/her spouse are reimbursed for reasonable expenses related to University business travel.

It is the responsibility of the Chair of the Board to ensure that the Guidelines for Claimable Expenses as outlined below are observed. This responsibility may be delegated to the Office of the Board of Regents.

On an annual basis, the Chair of the Board will review a summary of the travel costs of the Chancellor and his/her spouse and may recommend adjustments to the Guidelines for Claimable Expenses, where appropriate.

**Guidelines for Claimable Expenses:**

**1. Vouchers**

- a. Vouchers are proof of the disbursement of cash and must be submitted with all travel claims, except where otherwise stated.
- b. Vouchers must be current originals and must relate directly to the claim with which they are submitted.
- c. Vouchers should be on a payee's bill head or receipt form; should be prepared by the payee; and should show the payee's address, the date of the receipt, the purpose of the charge, and the vendor's GST registration number. In most cases, vouchers will also contain a cash register impression.

**2. Credit Cards**

- a. Credit card receipts are accepted as vouchers for the purchase of gasoline, meal purchases and taxi services only. In these cases, the credit card receipt must state that the purchase is for gasoline, meal or taxi service, with the name of the company clearly displayed.

b. Credit card service and interest charges incurred if the Chancellor uses his/her card, are not claimable expenses.

c. When credit cards are used, it is still necessary to submit with the travel claim an acceptable voucher as defined above.

### **3. Meals**

Expenses for meals will be reimbursed based on actual receipts. When receipts are not provided, reimbursement will be based on the per diems as outlined in the Schedule of Reimbursement Expenses.

### **4. Incidentals**

\$10 per day may be claimed to cover incidental expenses while travelling (i.e. laundry, newspapers, etc.).

### **5. Length of Trip**

Reimbursable travel will generally cover one day prior to the business reason for a trip and one day after. If travel is required in excess of this range, the reason will be provided on the travel claim.

### **6. Service Charges**

Service fees charged by a travel service will be permitted.

### **7. Transportation - Air**

- Air Travel may be booked as business class travel and normally arrangements are made by the Office of the Board of Regents through the University's authorized travel agency(ies). In these cases, boarding passes are not required to be submitted.
- When air travel is paid by the Chancellor, requests for reimbursement will include the invoice/itinerary, identifying all applicable taxes. It is the responsibility of the Chancellor to provide the necessary proof of air travel. Acceptable documentation to support proof of travel includes at least one of the following:
  - a boarding pass (paper or printed copy of the image of an electronic boarding pass, that clearly indicates flight information), or
  - a hotel invoice at the travel destination, or
  - taxi/transit receipts to/from the airport destination, or
  - a record of meeting or conference attendance
- Expenditures for travel insurance against forfeiture of ticket cost because of trip cancellation will be permitted.
- The Chancellor will be responsible for recovering funds for unused portions of airline tickets.

### **8. Transportation – Private Vehicle**

- If the Chancellor chooses not to travel by air, the University will reimburse the actual cost of travel (not mileage) based on a direct routing to the destination. The total cost will not exceed the cost of a business class airfare as confirmed by a written quotation from an authorized travel agency. Original vouchers covering travelling expenses (i.e. gas receipts, hotel bills, ferry charges and meals) will be submitted.
- The Office of the Board of Regents will provide guidance in how to report mileage claims.

### **9. Transportation - Rail**

- Where travel is by rail, the Chancellor will be reimbursed for the cost of first class accommodations.

### **10. Transportation - Sea**

- Where travel is by sea, the Chancellor will be reimbursed for the cost of first class accommodations.

### **11. Transportation - Taxis**

- Receipts, indicating the starting point and destination of a trip for all taxi expenses will accompany the travel claim.

### **12. Vehicle Rentals**

- Rental of vehicles would occur only when it is the most economical means of transportation or when it is justifiable under special circumstances. Written justification must accompany travel claims.
- Memorial University carries insurance with respect to losses when renting vehicles on university business.
  - a) The Chancellor should decline any insurance offered by or through the rental agency.
  - b) Receipts must be obtained for all vehicles rentals.
  - c) The rental agreement must be written in the name of "Memorial University of Newfoundland". In cases where the rental agency requires the driver's name to appear on the rental agreement, the agreement should reference Memorial University as well.
  - d) The Chancellor should consult with the Office of the Board of Regents prior to making rental arrangements.
- For travel outside of Canada and the United States, vehicle rental is not recommended and requires the approval of the Board Chair. Consult with the Office of the Board of Regents.

### **13. Parking**

- Original receipts will accompany the travel claim.

### **14. Telephone Calls**

- Reasonable expenses for telephone calls will be reimbursed.

### **15. International Travel**

- Necessary documentation specific to International travel such as visa, inoculations, vaccinations, etc., will be reimbursed. Costs for passports are not reimbursable.
- Costs for conversion of Canadian funds to and from foreign currencies will be reimbursed when supported by receipts.

### **16. Excess Luggage**

- Costs incurred in transporting personal effects at excess luggage rates will be reimbursable if these were necessary for the trip.

### **17. Loss of or Damage to Baggage**

- Claims for loss of baggage or damages to personal effects should be made to the carrier.

### **18. Medical**

- The Chancellor and his/her spouse are endorsed under the University's travel health insurance plan. In the event of a claim, any individual or group coverage the Chancellor and his/her spouse may have would be the first payer.

### **19. Overnight Accommodations**

- Accommodations will be paid for by the Chancellor and submitted for reimbursement on the travel claim.
- Hotel accommodations will be at reasonable class.
- University rate or government rate should be requested if available at the establishment.
- Private accommodations may be arranged and will be reimbursed at a rate of \$50 per night.

### **20. Entertainment / Hosting**

- Reasonable costs of meals or hospitality, when providing for a specific business purpose, are reimbursable. The business purpose and names of those entertained will be indicated on the travel claim.

**21. Lost Receipts**

- If a receipt is lost, an Affidavit may be signed indicating that the receipt was lost but the expenditure was incurred on University business and is not being reimbursed by another institution.

### **Procedure for Chancellor Travel:**

- The Office of the Board of Regents normally will make travel arrangements for the Chancellor including air travel, vehicle rental, overnight accommodations, etc. The University's authorized travel agency(ies) will be contacted - currently LeGrow's Travel and Harvey's Travel - and the University's corporate airline account numbers will be provided appropriately.
- Upon completion of travel, the Chancellor will have the travel claim prepared and submitted via the Office of the Board of Regents within a reasonable time period.
- The Chancellor will personally sign the travel claim.
- All expenses will be adequately identified on a daily basis, using Travel Claim Form A and Form B as required.
- Vouchers submitted will be originals and they will be numbered consecutively in the order charged on the claim.
- The Secretary of the Board will verify that the amounts claimed comply with these guidelines.
- The travel claim will be approved by the Chair of the Board of Regents or his/her delegate.
- The travel claim will be submitted to the Department of Financial and Administrative Services who will audit the claim for accuracy and for compliance with these guidelines, referring any identified issues to the Office of the Board of Regents for resolution with the Chancellor.

**APPROVED FEBRUARY 4, 2016**