

Memorial University of Newfoundland Travel – Regents Policy

PURPOSE

To provide for the proper control of expenses related to approved travel by Board of Regents members. Also, to set out the rates and conditions of reimbursement for travel expenses incurred on Board of Regents business.

SCOPE

Board of Regents members with respect to travel on Board of Regents business.

DEFINITIONS

Member – Member of the Board of Regents of Memorial University of Newfoundland.

Travel service – a commercial service that provides travel quotations and bookings such as a travel agency, airline internet site, or travel internet site.

POLICY

Members are reimbursed for reasonable expenses related to approved travel on Board of Regents business. When practical, Members are encouraged to consider alternatives to travel using available technology such as videoconferencing and teleconferencing.

All travel at University expense must occur by the most economical mode of transportation that is available and practical, while considering the purpose and the urgency of the trip. The shortest direct route must normally be chosen.

It is the responsibility of the Chair of the Board of Regents to ensure that this policy and its related procedures are properly administered. This responsibility may be delegated.

Members are responsible for familiarity with this policy and its related procedures and adhering to them.

An application for expenses not provided for under this policy must be made to the Board Chair who will decide in consultation with the Board of Regents Executive Committee, the Secretary of the Board of Regents, and in consideration of the Board of Regents operating budget.

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 and taxi services only. In these cases, the credit card receipt must state that the purchase is for gasoline or taxi service, with the name of the company clearly displayed.

b. Credit card service and interest charges incurred by a Member who uses his or her card in lieu of cash 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. Traveler's Cheques

Appropriate receipts are required to cover the cost of obtaining traveler's cheques which is a claimable expense whenever the expenses of a trip exceed \$100.

4. Foreign Exchange

a. Costs for conversion of Canadian funds to and from foreign currencies will be reimbursed when supported by receipts.

b. When translating expenses paid in foreign currencies, the rate to be used should be as follows:

- For cash payments, the rate paid when the foreign currency was purchased.
- For credit card purchases, the rate used by the bank to convert the purchase to Canadian dollars.
- When these costs are not supported by receipts, the average Bank of Canada nominal currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution or web-site, as determined by the University, shall be applied. The rate shall be the average of the daily nominal rates applicable for the period of travel.

c. Claims submitted in respect to travel outside of Canada must specify the exchange rates used in completing the claim. A credit card statement or a print out of the foreign exchange rate from the approved bank website for the dates of travel is required to support the exchange rate used.

5. Meals

a. Expenses for meals are to be paid when they are incurred and are not to be charged to the University for future payment. The maximum that may be claimed for meals is specified in the [Schedule of Reimbursable Expenses](#) .

b. Meal per diems will be paid only for meals not included in a conference or other registration fee.

c. Despite the abovementioned, a Member, when exposed to unusually high meal costs, may be reimbursed his or her actual expenses for meals based on proof of payment to the extent that the expenses claimed are reasonable and justifiable in the circumstances. If this option is chosen, receipts must be submitted for the entire trip in lieu of per diems. The details shall be briefly documented and submitted to the Board Chair who will decide in consultation with the Board of Regents Executive Committee, the Secretary of the Board of Regents, and in consideration of the Board of Regents operating budget.

d. For Members travelling in excess of two consecutive nights an extra amount will be added to the meal per diem to cover the costs associated with personal telephone calls, laundry, gratuities, dry cleaning, valet services and other incidentals associated with travel away from home. This amount is specified in the Schedule of Reimbursable Expenses.

6. Transportation - General

a. Unless the nature of the trip renders it impossible or imprudent, Members should take advantage of any special discounts available.

b. Members will be reimbursed for expenses relevant to University business. If Members interrupt or extend their travel to accommodate non-University business, a quote for the expenses related to the University business portion must be provided.

c. Service fees charged by a travel service are reimbursable.

7. Transportation - Air

a. Except when another mode of travel is practical and more economical, air travel is the accepted normal mode of transportation for University business.

b. All air travel on scheduled flights should be made at the lowest obtainable cost and, in any event, should not exceed full economy or tourist-class fare. Business class (or equivalent) may be authorized when, in the opinion of the Board Chair, the cost is justified and funds are available in the Board of Regents operating budget.

c. Normally, air travel 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 Member, requests for reimbursement will include the invoice/itinerary, identifying the type of fare purchased and all applicable taxes. It is the responsibility of the Member 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

d. If a Member chooses not to travel by air, and air travel is the most economical and practical mode for the trip, the University will reimburse the actual cost of travel, not mileage, based on a direct routing to the destination. The total cost cannot exceed the cost of a 14 day advance airfare as confirmed by a valid written quotation from a recognized travel service. This quotation must be obtained prior to travel and must be submitted with the travel claim. Original vouchers covering traveling expenses (i.e., gas receipts, hotel bills, ferry charges and meals using per diem rate) must be submitted on a travel claim. Reimbursement for travel within Newfoundland and Labrador will be per kilometer allowance based on a direct routing to destination. Refer to [Schedule of Reimbursable Expenses](#) for current mileage rate.

e. The Member is responsible for recovering funds for unused portions of airline tickets.

f. Expenditures for travel insurance will not be allowed except insurance against forfeiture of ticket cost because of trip cancellation.

8. Transportation - Rail

Where travel by rail is authorized, the Member will be reimbursed for the cost of first class accommodations where overnight travel is involved.

9. Transportation - Sea

a. Because of the time and cost, travel by sea is not normally authorized. However, where this mode of travel is necessary, the Member will be reimbursed the cost of first class accommodations.

b. When ferry travel is authorized, transportation of a vehicle necessary to the travel will be permitted.

c. Proper receipts are required for all types of sea travel and should be attached to the Member's travel claim.

10. Transportation - Taxi

- a. A taxi may be used when justifiable and reasonable, and when it is the most economical means of transportation under the circumstances. Vouchers are required for all taxi expenses in excess of \$5.00.
- b. The starting point and destination of a taxi trip must be stated on the travel claim.
- c. Whenever a taxi is hired for travel other than within an urban area, care must be exercised to ensure that the rate is not excessive for the distance to be travelled and that it is the most economical mode of travel available. Where possible, public transportation should be used.
- d. When a taxi has been hired contrary to these provisions, the claim will be reduced to an amount equal to the cost of travelling the same route by the most economical and practical means.
- e. For transportation to or from an airport or other terminal, the most economical form of transportation available should be used whenever possible.
- f. Reimbursement for travel above will be made for parking fees and mileage where the total does not exceed the standard limousine or taxi fare to and from the airport or drop-off point of a commercial carrier to a maximum as set out in the Schedule of Reimbursable Expenses.

11. Transportation- Private Vehicle

- a. Travel by private vehicle will be authorized only when this method is economical and practical. Reimbursement will be at the standard rate per kilometer as outlined in the Schedule of Reimbursable Expenses. The mileage allowance covers all vehicle expenses. Consult with the Office of the Board of Regents for instruction on reporting mileage claims.
- b. Charges for bridge, ferry and highway tolls are allowed, but claims may not be made for storage, gasoline, traffic violations, repairs, towing, etc. Claims for parking will be allowed only when paid parking lots are the only type available.
- c. When a Member chooses to use a private vehicle and more economical modes of transportation are available, reimbursement will be for the actual cost of travel, based on a direct routing to destination. The total reimbursement cannot exceed the cost of travel for the most economical mode available. Mileage will not be reimbursed.
- d. Refer to "[Transportation- Air](#)" specifically, section 7.d. for more detail about using a private vehicle instead of air travel.

12. Vehicle Rentals

- a. 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.
- b. Memorial University carries insurance with respect to losses by Members who rent vehicles on university business.
 - i) The Member should decline any insurance offered by or through the rental agency.
 - ii) Receipts must be obtained for all vehicles rentals.
 - iii) 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 rental agreement, the agreement should reference Memorial University as well.

iv) Members should consult with the Office of the Board of Regents prior to making rental arrangements.

c. 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. Telephone

Reimbursement of telephone costs may be requested if the calls were related to University business. When such claims are made, the person to whom the calls were made must be noted with a brief explanation on the travel claim form.

14. International Travel

When a Member is required to travel abroad, the necessary documentation such as visa, inoculations, vaccinations, x-rays and health clearance certification will be reimbursed. However, passports are considered a personal item and must be obtained at the cost of the Member.

15. Excess Luggage

A Member may be reimbursed costs incurred in transporting personal effects at excess luggage rates only if specifically approved and when it can be demonstrated that it was necessary for the effects to be taken on the trip.

16. Loss of or Damage to Baggage

Claims for loss of personal effects or damages to personal effects are the responsibility of the Member and should be made to the carrier.

17. Medical

Members are endorsed under the University's travel health insurance plan. In the event of a claim, any individual or group coverage the Member may have would be the first payer.

18. Sundry

No expenditure on the travel claim designated as "sundry," "miscellaneous," etc., will be permitted.

19. Overnight Accommodations

a. Accommodation expenses normally will be paid by the Member and included on the travel claim for reimbursement. In some situations, the accommodation will be arranged by and paid through the Office of the Board of Regents.

b. Accommodation expenses will be reimbursed, if necessary, to a maximum period beginning with the night before the date on which the University related business begins up to and including the night of the date on which the University related business concludes.

c. Accommodation charges related to additional occupancy of a room will not be reimbursed.

d. Hotels: The type, standard, and cost of accommodation should not be in excess of the minimum rate for a single room in a commercial establishment of reasonable class. Approval will not be given for accommodation at obviously high rates except when a satisfactory explanation is provided. The [CAUBO Canadian "University" Hotel Rate Program](#) provides hotel reservation telephone numbers and rates that should be used wherever possible. Members should also request government rates. In any case, the lowest possible rate should be obtained.

e. Private: A Member may make arrangements for private overnight accommodation with the appropriate approvals. Such arrangements will be reimbursed at the standard rate for "Private Overnight Accommodation." See [Schedule of Reimbursable Expenses](#).

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