

Travel Expense Procedures
(Effective March 1, 2019)

OVERVIEW

The Travel Expense Procedures are authorized by the Comptroller and contain the process or set of steps necessary to give effect to the *Travel Expenses Policy*.

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SECTION 1 – PREPARATION FOR TRAVEL

1.1 AUTHORIZATION TO TRAVEL (PRE-TRAVEL)

The **Traveler** must obtain authorization to travel from their **One-Over-One Authority** for all University travel in advance of travelling (except travel fully funded by the PDTR for five days or less).

To obtain Authorization to Travel, the **Traveler** must complete the following steps prior to the proposed travel:

- 1) review Government of Canada travel advice, advisories, warnings and restrictions to ensure that reasonable precautions and preparations are in place;
- 2) complete the *Travel Authorization Form* (see Appendix B); and
- 3) obtain **One-Over-One Authorization** to travel.

The approved form should be kept by the department. It is **not** required to be submitted to Financial Services.

1.2 ADVANCE PLANNING

The **Traveler** is expected to plan their travel well in advance of a trip. Except in exceptional circumstances, travel arrangements should be finalized at least three weeks prior to the commencement of the anticipated travel. It is the responsibility of the **Traveler** to select the most economical airfare (or other reliable means of transportation available) consistent with the purpose of the trip, and to take advantage of advance purchase rates, excursion fares, seat sales, etc. Wherever possible, travel arrangements such as flights, accommodations, and vehicle rentals must be made using a **University Purchase Order or Corporate Credit Card**

Please Note: Travel claim reimbursements are processed for payment once the travel has been completed. Costs associated with travel such as hotels, flights, or car rentals cannot be reimbursed until after the stay or flight has occurred in order to be a valid expense.

When a **Traveler** plans to travel by private automobile outside the province, the maximum claim shall not exceed the lesser of the equivalent economy airfare by the most direct route, or the automobile rate per kilometer plus accommodations and meals and incidentals on route. The **Traveler** shall provide an airline quote of the economy airfare for comparison purposes.

UPEI Discounts:

- UPEI faculty and staff are eligible for discounted rates negotiated by the Canadian Association of University Business Officers (“CAUBO”). Details of discounted rates for car rental, hotel accommodation and rail service can be found on the CAUBO website:
<https://www.caubo.ca/discover-caubo/member-discounts/>

1.3 TRAVEL ADVANCES

Travel advances may only be approved if they are in compliance with the rules set out in Section 5.2 of the *Travel Expense Policy* (an excerpt from the policy setting out the rules is available at the end of this section.)

Policy Excerpt – Section 5.2 of the Travel Expenses Policy

- 5.2.2. Travel advances may be approved by the One-Over-One Authority in the following circumstances:
- 5.2.2.1. travel is to a remote location where credit cards have limited application;
 - 5.2.2.2. due to the nature of the expenditures, they are unlikely to be chargeable to a credit card or a University purchase order;
 - 5.2.2.3. the lengthy duration of the travel precludes a timely submission of a travel report and claim;
 - 5.2.2.4. the Traveler lacks credit card eligibility or the required cash resources to fund the travel; or
 - 5.2.2.5. in other special circumstances as deemed necessary by the One-Over-One Authority.
- 5.2.3. Travel advances shall not be provided more than three (3) months before the travel is to begin.

Travel Advance Request

Where a travel advance is requested, the **Traveler** must:

- (1) obtain Authorization to Travel (*see Section 1.0*);
- (2) complete a *Travel Advance Form* (*see Appendix B*) with required **One-Over-One Authorization** for a Travel Advance; and
- (3) submit completed *Travel Advance Form* to Financial Services by email to invoices@upei.ca.
- (4) Submit a **Request for Payment** to Financial Services (for instructions, please see Section 4).

Travel Advance Limitations

- Travel advances will normally only be provided for travel which exceeds 5 days.
- Travel advances shall not be provided more than three (3) months before the travel is to begin.

Travel Cancellation

In the event of travel cancellation, the **Traveler** must immediately:

- 1) advise the **One-Over-One Authority** of the travel cancellation;
- 2) complete the **Travel Report and Claim Form** (*see Appendix B*); and
- 3) reimburse the University any unused portions of travel advance funds no later than thirty (30) days of the date the Traveler became aware of the travel cancellation.

If the Traveler has not complied with these provisions, the full amount of the Travel Advance may be charged to the Traveler.

Unused Travel Advance Funds

At the completion of the travel, the Traveler must:

- 1) complete the **Travel Report and Claim Form** (*see Appendix B*); and

- 2) reimburse the University any unused portions of travel advances not later than thirty (30) days after the completion of the travel.

If the Traveler has not complied with these provisions, the full amount of the travel advance may be charged to the Traveler.

Student Travel Advances

Travel advances may be requested for students for expected out of pocket expenses where the criterion in Section 5.2.2 of the Travel Expenses Policy is met. Wherever possible, student flight and hotel costs should be made using a University purchase order or Corporate Credit Card.

SECTION 2: ALLOWANCES AND ELIGIBILITY REQUIREMENTS FOR TRAVEL EXPENSES

2.1 MEALS AND INCIDENTAL EXPENSES ALLOWANCE

- Expenses for **Traveler’s** meals and incidentals while travelling on University business shall be reimbursed based on the daily meal and incidental allowance rate established by the University (*see table in this section below*). The meal and incidental allowance includes gratuities, taxes and any other minimal expenses incurred while on university business.
- The meal and incidental allowance is intended to cover the costs associated with meals, snacks, and other small incidental expenses that may be incurred while on business travel for the University.
- Expenses in excess of the daily meal and incidental allowance shall be the personal expense of the **Traveler** and are not eligible for reimbursement by the University unless otherwise authorized by the terms of this Policy.
- In limited circumstances, the meal and incidental allowance may be exceeded where approved by the Comptroller in advance of travel.
- Any other business expenses incurred during travel cover the cost of meals for the **Traveler** (eg. luncheons hosted by the traveler to conduct University business), the purpose of the meeting and those in attendance should be reported on the **Hospitality, Entertainment and Other Expenditures claim form**.
- If expenses incurred include the purchase of alcohol, written authorization from the Traveler’s Vice President must accompany the **Travel Report and Claim**.
- For Travel that begins after 3 pm or ends before 3 pm, the **Partial Day** rate is to be claimed.

Meals & Incidentals Claim Type	Travel within Canada (CAD)	International Travel including the US (USD)	Northern Canada (CAD) (Yukon, Nunavut & NWT)
Full Day	\$55.00 CAD	\$55.00 USD	\$100.00 CAD
Partial Day	\$30.00 CAD	\$30.00 USD	\$55.00 CAD

2.2 VEHICLE “PER KILOMETER” ALLOWANCE

Per kilometer rate to be paid shall be 40.0 cents. Parking expenses are claimed as a separate expense with valid receipts.

2.3 AIR TRANSPORTATION

- The maximum level of reimbursement for air transportation *should not normally exceed the equivalent of economy airfare by the most direct route substantiated by a written quote obtained by the **Traveler**.*
- **Travelers** who have arranged fares at less than economy, (e.g. excursion fare), which necessitate staying over an additional evening, may claim the additional accommodation and meal and incidentals costs provided that cost savings are still realized, compared to flying on preferred dates at economy rates.
- Additional airfare and other costs incurred for stopovers, which are not related to University business, are a personal expense of the **Traveler** and are not eligible for reimbursement.
- Expenses in excess of economy airfare are considered a personal expense of the **Traveler** and are not reimbursable, unless approved by the appropriate **Spending Authority** and **One-Over-One Authority** in writing.

Tickets & Receipts

- Original passenger copies of all airline tickets shall be attached to the *Travel Report and Claim*. In the case of an electronic ticket, other proof of travel must be supplied.
- If an original receipt is unavailable a **Lost Receipt Declaration Form** (*see Appendix B*) must accompany the *Travel Report and Claim* along with documentation verifying the price of the ticket, (e.g. travel agency invoice or credit card statement).
- Transaction or user fees charged by travel agencies may be claimed by submitting the agency invoice with your claim.

2.4 USE OF PERSONAL AUTOMOBILES

- The use of personal automobiles on University business is reimbursed based upon the number of kilometers using the University’s current per kilometer rate, as established by the University (*see Section 2.2*).
- Where a personal automobile is used and mileage is claimed for University travel, only one **Traveler** may claim reimbursement for the use of the automobile for that travel.
- When a **Traveler** travels by private automobile outside the province, the maximum claim shall not exceed the lesser of the equivalent economy airfare by the most direct route, or the automobile rate per kilometer plus accommodations and meals and incidentals per diem on route. *The **Traveler** shall provide an airline quote of the economy airfare for comparison purposes.*

Insurance

- Although **Travelers** may use their personal automobile while on University business, the University's insurance does not provide insurance coverage for personal automobiles. A **Traveler** using his or her personal automobile shall ensure there is appropriate insurance coverage for the travel, including an appropriate endorsement to their insurance policy, if necessary. The additional costs of such insurance or

endorsements shall be the personal expense of the employee, and shall be deemed to be compensated within the University's current rate per kilometer.

- Prior to using a personal automobile for University business, the Traveler should review and follow the guideline set out in the **Use of Personal Vehicle Guidelines** available online:
http://www.upei.ca/policy/files/policy/upei_use_of_personal_vehicle_guidelines.pdf

2.5 AUTOMOBILE RENTAL

- Automobile rentals are a reimbursable expense. Wherever possible, vehicle rentals must be made using a **University Purchase Order or Corporate Credit Card**
- It is expected that **Travelers** shall always request the most favorable terms, such as government, CAUBO or other special rates when they are available.
- Where available, rented automobiles shall be standard, compact or sub-compact size and the most energy efficient models available at the time of rental.

Insurance

- The cost of insuring rented automobiles while on University business is a reimbursable expense. **Travelers** shall ensure that rented automobiles are properly insured through the rental company at all times.

Receipts

- The **Traveler's** original automobile rental agreements shall be attached to the **Travel Report and Claim**, together with related gas receipts. The rental automobile shall be refueled prior to returning it to the rental agency.

2.6 USE OF UNIVERSITY OWNED VEHICLE

- If you are traveling with a University owned vehicle, you are required to claim the number of kilometers driven using the prescribed per kilometer rate on the **Travel Report and Claim**.

2.7 ACCOMMODATION

- It is expected that **Travelers** shall always request the most favorable terms such as government, CAUBO or other special rates if available.
- Wherever possible, accommodations must be made using a University Purchase Order or Corporate Credit Card.
- Reimbursement for hotels, motels and other lodging shall be limited to the basic University or government rate for single occupancy, standard room accommodation, unless a written explanation is provided by the **Traveler** and approved by the **One-Over-One Authority** and **Spending Authority**.
- For informal accommodations (ie. staying with friends or relatives) while on University business, up to **\$30 per night** may be claimed without receipts for actual costs incurred or paid for accommodations during the period of business travel.

2.8 NON-RESIDENT TRAVELERS

- The University is required to report to the Canada Revenue Agency any fee or travel expenses paid to or on behalf of individuals who are not residents of Canada on a **T4A-NR form**. Due to this requirement, the **Traveler's** full mailing address, social security number (or equivalent) and date of birth must be provided when submitting the **Travel Report and Claim**.

2.9 INELIGIBLE EXPENSES

- Personal expenses are not eligible for reimbursement by the University.
- Travel expenses of spouses, family, other individuals and/or pets not travelling on University business are personal expenses and are not eligible for reimbursement by the University.
- Items on hotel bills such as personal telephone calls, movie rentals, etc are not considered to be business expenses and not eligible for reimbursement and must be clearly identified and excluded from the amounts claimed by a **Traveler**.
- The cost of upgrading to first or business class travel and accommodation is not eligible for reimbursement by the University, unless clearly required for business purposes and authorized by the **One-Over-One Authority** and **Spending Authority**.

SECTION 3: COMPLETING A TRAVEL REPORT AND CLAIM

- 3.1 A **Travel Report and Claim** must be completed by the Traveler within 30 days following the completion of each University funded trip, regardless if the Traveler is seeking reimbursement.
- 3.2 If reimbursement is also required, a **Request a Payment** must also be submitted at myUPEI. Instructions for completing a **Request a Payment** are provided in *Section 4*.
- 3.3 A **Travel Report and Claim** form must include all eligible expenses personally paid by the Traveler and expenses incurred using corporate credit card or university purchase order. The **Travel Report and Claim** will be the basis for public disclosure of travel expenditures monthly on UPEI's public website and must accurately reflect all University funded expenses incurred to complete the trip.
 - For travel within Canada, use the form *Travel Report and Claim - Canada* (see *Appendix B*)
 - For travel to the US and other international destinations, use the form *Travel Report and Claim - International* (see *Appendix B*)
- 3.4 **Travel Report and Claim** forms are fillable Excel templates and are to be completed in Excel. Instructions for completing the forms, as well as samples, are available within the **Travel Report and Claim** templates on tabs 2 and 3.
- 3.5 Completed **Travel Report and Claim** forms must be approved and signed by the Traveler's **One-Over-One Authority**.
- 3.6 After completing a **Travel Report and Claim**, a **Request a Payment** must be completed to request payment of travel expenses. Instructions to complete a **Request a Payment** at myUPEI follow in Section 4.
- 3.7 Once the claim is completed, authorized and approved by Financial Services staff, processing time is normally two weeks.

SECTION 4: COMPLETING A REQUEST A PAYMENT AT MYUPEI

4.1 Please complete the following steps in order to submit a **Request for Payment** on myUPEI:

Step 1: Login in to myUPEI

Step 2: Select Webadvisor for Employees

***If you do not have access to Webadvisor for Employees, you will need to contact your department's administrator to complete the Request a Payment on your behalf.*

Step 3: Select Financial Information in the Self-Service Menu

Step 4: Select Request for Payment

Step 5: Please choose one of the following reimbursement options based on the individual seeking reimbursement:

Option 1: Reimburse yourself

- ✓ Select "Reimburse Myself"

Option 2: Reimburse another individual

- ✓ Select "Pay Vendor "
- ✓ Type the name of vendor or individual and click **SUBMIT**
 - A list of potential vendors will be returned based on your search criteria
- ✓ Select the vendor or if the vendor is not on the list, select the "*Other*" option and click **SUBMIT**
 - If a vendor is selected from the lookup list, the vendor's information will pre-populate into the **Request a Payment** form.
 - If the option "*Other*" is selected, you will need to enter the vendor information into the **Request a Payment** form.

Step 6: Enter the following required information into the **Request a Payment** form:

- **Needed By Date:** Please enter the requested date of payment in the format MM-DD-YY
- **Invoice Number:** Please enter "TC" (TA if the request of for a payment of a Travel Advance) followed by the last date of travel in the format MM-DD-YY and the initials of the **Traveller**.

For example: "TC013117 CG" means a **Travel Report and Claim** for **Traveller** Carolyn Garro where the last date of travel was January 31, 2017.

Comments: Enter a brief description of the travel.

For example: "ABC Global Climate Change Conference in Toronto" followed by the name of the person claiming the **Request a Payment** in myUPEI. If a Travel Advance was issued for this travel, please indicate the amount in the **Comments** section.

Step 7: Enter the following information into the table following the **Comment** box.

Generally, a claim reimbursement shall only require two rows to be completed (unless there is cost sharing across two or more Cost Centres).

- **Complete Row 1:** Item Description: Traveler's name, Quantity: 1, Price: Subtotal of the claim (see "A" on the Travel Report and Claim form, Select appropriate Cost Centre, Object Code, and Project ID (for research projects)
- **Complete Row 2:** Item Description: GST/HST, Quantity: 1, Price: GST/HST total from "B" on the Travel Report and Claim form, Select appropriate Cost Centre, Object Code, and Project ID (for research projects)
- **Set Tax Code to "No Tax".**
- **Click SUBMIT,** a voucher number will be assigned.

See below screenshot as a sample **Request a Payment**

* = Required

View Budget

Request Date* 03-02-17 Needed By Date

Invoice Number TC013117 Invoice Date 03-02-17

Confirmation E-Mail Address* cgarro@upel.ca

Vendor ID 0064146

Vendor Name*

Street Address/Apartment

City Province Postal Code

Country

AP Type* AP Regular Accounts Payable

Comments

Item Description	Quantity	Price	Cost Center	Object Code	Project ID
<input type="text" value="Carolyn Garro"/>	<input type="text" value="1"/>	<input type="text" value="1000.00"/>	<input type="text" value="10-1-30-314020 PROCUREMENT & PAYMENTS"/>	<input type="text" value="621010 TRAVEL GENERAL"/>	<input type="text"/>
<input type="text" value="GST/HST"/>	<input type="text" value="1"/>	<input type="text" value="150.00"/>	<input type="text" value="10-1-30-314020 PROCUREMENT & PAYMENTS"/>	<input type="text" value="621010 TRAVEL GENERAL"/>	<input type="text"/>

(see next page for Step 8)

Step 8: Travel Report and Claim signed by both the **Traveller** and the **One-Over-One Authority** along with supporting documentation and receipts must be scanned and emailed to invoices@upei.ca. In the email subject line, enter the name of the **Traveller**, the invoice number along with the voucher number generated from myUPEI (see *Section 4.6*):

eg. *Subject: Carolyn Garro TC013117CG V10123*

Please include the voucher number on the top right corner of your **Travel Report and Claim** before scanning and emailing to invoices@upei.ca. Please scan all documents so they may be viewed without rotating pages. Original documents should not be forwarded to Financial Services but should be retained by the **Traveller** or their department for audit purposes.

SECTION 5: PROFESSIONAL DEVELOPMENT AND TRAVEL REIMBURSEMENT

- 5.1** This section only applies to eligible Faculty Association members
- 5.2** Travel expenses incurred under this provision will follow the same procedures as outlined in Sections 1-4 above, except as indicated in this section
- 5.3 Reimbursable Payment Methods** – PDTR funded expenses by definition are to be reimbursed. Therefore, the traveler must pay for all travel expenses personally and then submit a claim for reimbursement. UPEI purchase orders or university Credit Cards cannot be used for these expenditures.
- 5.4 Authorization to Travel** – PDTR travel exceeding five (5) days shall be authorized in writing and in advance by the **One-Over-One Authority** as set out in Section 5.1.1 of the *Travel Expense Policy*. PDTR travel of 5 days or less does not require **One-Over-One Authorization to Travel**.
- 5.5** Professional Development and Travel Reimbursement (“PDTR”) claims for travel reimbursement shall be made by **Travel Report and Claim** form, once the travel has been completed.
- a. Reporting Method** – Travel Report and Claim forms using PDTR funds will be submitted electronically via myUPEI, and documentation will be forwarded to invoices@upei.ca for processing by Procurement and Payment Services.
 - b.** A **Travel Report and Claim** must include total travel costs including reimbursable expenses. It is necessary that information provided be accurate and complete as it will be used to populate UPEI’s website for publicly reported travel for employees. Please indicate any advances relevant to this travel.
 - c.** PDTR **Travel Report and Claim** shall be signed by **One-Over-One Authority** to verify that the reimbursement is for University activities pertaining to the **Traveler’s** job requirements.

APPENDIX A - DEFINITIONS

One-Over-One Authorization means the approval by an individual who must be at least one administrative level higher than the Traveler, normally it is the individual to whom the Traveler reports. This individual is called the **One-Over-One Authority**.

Spending Authority means the individual with the authority to make decisions with regard to spending, authorizing expenditures and committing University funds as defined in the [Spending Authority Policy](#).

Traveler means the individual requesting authorization to travel or reporting and claiming reimbursement of travel expenses governed by the [Travel Expenses Policy](#).

[Travel Report and Claim](#) means the fillable Excel form provided by UPEI for completion by the Traveler. Completion and submission of this form is a requirement for each trip taken by a person(s) traveling on University business with funds administered by the University of Prince Edward Island. Specific direction for completing this form is provided in Section 3. See Appendix B for link to the form.

Request a Payment means a request for payment completed in UPEI's financial payment system (myUPEI) under WebAdvisor for Employees. If you do not have access to WebAdvisor for Employees, you will need to contact your One-Over-One Authority to arrange for access or to have the administrator complete the **Request a Payment** on your behalf.

APPENDIX B – FORMS & LINKS

Financial Services forms are available online at: <http://www.upei.ca/finance/accounting/forms>

MYUPEI

<https://portal.upei.ca/>

TRAVEL AUTHORIZATION FORM

http://files.upei.ca/accounting/travel_authorization_form.pdf

TRAVEL ADVANCE FORM

http://files.upei.ca/accounting/travel_advance_form.xlsx

TRAVEL REPORT AND CLAIM - CANADA

http://files.upei.ca/accounting/travel_claim_form_canada.xlsx

TRAVEL REPORT AND CLAIM - INTERNATIONAL INCLUDING US

http://files.upei.ca/accounting/travel_claim_form_international_including_us.xlsx

LOST RECEIPT DECLARATION FORM

http://files.upei.ca/accounting/lost_receipt_declaration_form.pdf