

University of Prince Edward Island	Policy No. admfinfin0001	Revision No. 3
Policy Title: Travel Expenses Policy		Page 1 of 5
Creation Date: March 16, 2000	Version Date: January 26, 2017	Review Date: January 26, 2022
Authority: Board of Governors	Responsibility: Vice-President, Administration and Finance	Access: W

1. Purpose

- 1.1 To provide a uniform set of rules for travel expenses, other than hospitality, entertainment and certain other reimbursable expenses, from all sources administered by the University of Prince Edward Island (*University*).

2. Scope

- 2.1. This Policy applies to all travel expenses incurred by persons traveling on University business from funds administered by the University of Prince Edward Island, except where expenses are covered by another University Policy, such as the Hospitality, Entertainment and Other Reimbursable Expenses Policy and the Corporate Credit Cards Policy.

3. Responsibility

- 3.1. This Policy is authorized by the Board of Governors.
- 3.2. The development and maintenance of this Policy is the responsibility of the Vice-President, Administration and Finance.
- 3.3. The Comptroller shall be responsible for the administration of this Policy, including the development and oversight of procedures and guidelines for carrying out the terms of this Policy.

4. Definitions

- 4.1. **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*.
- 4.2. **Spending Authority** means the individual with the authority to make decisions with regard to spending, authorizing expenditures and committing University funds in accordance with the Spending Authority Policy.
- 4.3. **Traveler** means the individual requesting authorization to travel, reporting travel expenses and/or claiming reimbursement of travel expenses governed by this Policy.

- 4.4. **Travel Expense Procedures** mean the processes or set of steps to be followed in order to give effect to this Policy.

5. Policy

5.1. Authorization to Travel (Pre-Travel)

5.1.1. All travel for University business purposes and in the performance of University duties, with the exception of Section 6 of this Policy, must be authorized in writing in advance by the One-Over-One Authority. This requirement includes all travel for University business purposes and in the performance of University duties whether funded by the University or other sources.

5.1.2. The One-Over-One Authority shall review and assess the risks associated with travel in accordance with the Travel Expense Procedures and shall either approve or reject the authorization to travel.

5.1.2.1. Where a Traveler is traveling outside Canada the One-Over-One Authority is required to consult the relevant Government of Canada body for travel advice and advisories in regards to the country of travel and ensure that reasonable precautions and preparations are in place for the travel.

5.2. Travel Advances

5.2.1. Wherever possible, travel expenses such as airline tickets and accommodations shall be purchased using the corporate credit card or using a University purchase order.

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.

5.2.4. Unused portions of travel advances shall be refunded to the University by the Traveler not later than thirty (30) days after the completion of the travel.

5.2.5. In the case of travel cancellation, the Traveler must immediately advise the One-Over-One Authority and must file a travel report and claim form. Any unused portions of travel advance funds shall be returned to the University no later than thirty (30) days of the date the Traveler became aware of the travel cancellation.

5.2.6. If the Traveler has not complied with the requirements in Sections 5.2.4 or 5.2.5 (as applicable), the full amount of the travel advance may be charged to the Traveler.

5.3. Insurance

5.3.1. It is the responsibility of the Traveler to ensure that he or she has appropriate insurance coverage to support the travel, including appropriate automobile insurance coverage, as set out in Travel Expense Procedures.

5.3.2. Although Travelers may use their personal automobile while on University business, the University's insurance policies do not provide coverage during the use. 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. Traveler using a personal vehicle shall comply with the Travel Expense Procedures and any guidelines set out by the University.

5.4. Travel Reporting and Expense Reimbursement

5.4.1. All Travelers are required to file a travel report and claim form within thirty (30) days of completion of travel, even if reimbursement is not required. All travel expenses related to University travel must be reported according to the Travel Expense Procedures including expenses incurred using a corporate credit card or University purchase order.

5.4.2. Travelers shall be reimbursed for authorized eligible travel expenses incurred on behalf of the University, provided the Traveler complies with

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the provisions of this Policy and the Travel Expense Procedures and the travel expenses are not reimbursed or reimbursable from any other source.

5.4.3. Eligible travel expenses are set out in the Travel Expense Procedures. It is the responsibility of the Traveler to use their best efforts to obtain the most economical transportation and accommodations while travelling on behalf of the University.

5.4.4. Ineligible expenses shall not be reimbursed by the University and are the sole responsibility of the Traveler.

5.5. Travel Review and Authorization (Post –Travel)

5.5.1. The One-Over-One Authorizer is responsible for authorizing travel report and claims pursuant to this Policy and the Travel Expense Procedures, with the exception of Section 6 of this Policy. The One-Over-One Authorizer provides oversight to ensure that the travel expenses are eligible, reasonable and incurred in the performance of duties on behalf of the University.

5.5.2. The Spending Authority is responsible for ensuring that travel report and claims comply with the provisions of this Policy and the Travel Expense Procedures. The Spending Authority must ensure that the funds are appropriate to support the purpose of the travel; available within a University account; and that the travel is in compliance with any relevant agreements or contracts.

5.5.3. All travel reports and claims are subject to review by the University’s Accounting Office.

6. Professional Development and Training Reimbursement

6.1. Travel funded by Professional Development and Training Reimbursement (“PDTR”) is subject to this Policy and Travel Expense Procedures with the exception of the following:

6.1.1. *Authorization to Travel (Pre-Travel)*- All travel funded by PDTR of **5 days or less** does not required One-Over-One Authorization but requires that a faculty member to advise his or her Department Head in advance of the travel. The purpose of this advisement is to provide a formal mechanism for alerting a Chair or Dean to an impending absence.

6.1.2. *Travel Reporting and Expense Reimbursement* - All travel funded by PDTR shall be countersigned by one administrative level higher than the Traveler to verify that the reimbursement is for University activities pertaining to the Traveler’s job requirements.

7. Research and Externally Funded Travel

- 7.1. All travel and other reimbursable expenses funded by external sources, including research grants and contracts, must comply with this Policy and the Travel Expense Procedures.
- 7.2. If an expense is permitted by this Policy or the Travel Expense Procedures but is deemed to be ineligible by the external funding source then the rules of the external funding source shall prevail.

8. Review

- 8.1. This Policy shall be reviewed every five (5) years, or as circumstances dictate.