



## TRAVEL GUIDELINES

The University will reimburse the cost of authorized travel expenses incurred by members of faculty and staff and, in special cases, students or other persons, provided that the expenses are reasonable, appropriately documented, and comply with University policies and procedures, or the policies and procedures of a granting agency or funding contract.

The link below provides further detail regarding UBC travel policies:

<http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf>

Below is a list of reasonable rates that may be claimed for reimbursement:

- Airfare: Law will cover the economy fare for the most direct route. On Air Canada flights this would be equivalent to the **Standard** class fare.
- Accommodation: \$250 per night including taxes
- Meal per diem: Travelers are eligible to claim a meal per-diem instead of submitting meal receipts. The meal per-diem is \$60 CAD (breakfast \$14; lunch \$16; dinner \$30).
  - If you are travelling outside of Canada the meal per diem is \$60 US (International)/Euro (Europe) per day. Where a per diem is claimed no additional amount may be claimed for the same meals. Per diems may only be claimed where meals have actually been consumed and cannot be claimed where meals are included in conference fees. Per diems will be adjusted based on flight departure and arrival times.
  - If you decide to submit meal receipts instead of claiming the per diem, then alcohol is limited to 35% (including liquor tax) of your total bill. Alcohol purchases over the 35% threshold is your responsibility.
  - Hotel mini bar expenses are not reimbursable.
- Taxi/ground transportation: Reasonable expenses for taxis and public transportation to and from airports, railway stations, between appointments, hotel locations and meeting places are reimbursable. Generally these rates are between \$10-\$40 per day
- Mileage: The applicable km/mileage rate for reimbursement of travel by private vehicle is \$0.49 per km.
- Airport parking: If you decide to park your vehicle at the airport instead of using a taxi then you can claim a maximum of \$80 for airport parking and mileage.



- Tips/Gratuities: Gratuities of up to 15%, before taxes are considered reasonable.
- Long Distance: Business related phone calls are reimbursable. 15 minutes/day is acceptable for a personal phone call home while travelling for business.
- Internet: Hotel daily rate covered.

### **Booking travel:**

Travelers may use the University's approved travel agency, **Concur**, to book their travel. To book your travel through this agency please visit the following website:

<https://finance.ubc.ca/travel/book>

For any post ticketing changes or cancellations contact Vision Travel for assistance. Contact information for Vision Travel:

### **New travel reservations changes or complicated itineraries:**

[psi.travel@visiontravel.ca](mailto:psi.travel@visiontravel.ca)

604-637-1466 or -844-905-3824 (select option 1)

### **Concur technical support:**

[onlinesupport@visiontravel.ca](mailto:onlinesupport@visiontravel.ca)

604-637-1466 or -844-905-3824 (select option 4)

### **Travel Advance:**

Faculty and staff may request a travel advance if they do not want to charge the airfare on their personal credit card.

- To request a travel advance, please complete the travel advance form and submit it to your Finance Specialist.

Link to travel advance form:

[http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/administration/finance%20forms/travel advance request re vided november 2017.pdf](http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/administration/finance%20forms/travel%20advance%20request%20re%20vised%20november%202017.pdf)

- **Note: Law will cover the economy fare for the most direct route. This is equivalent to the "Standard" fare class on an Air Canada flight.**

### **Combining Personal and University Travel**

- If you are planning on combining university and personal travel, please submit your travel plans to Saker Hirani well in advance of your trip, so that a fair allocation of your travel expenses can be determined before you book your flight(s).
- The relevant section from the University's travel policy is provided below for your reference.



### ***Combining University Travel with Personal Travel***

*6.3.1. Travelers may combine University travel and personal travel with the approval of their administrative head of unit. Prior to travelers scheduling indirect routes (interrupting business portions of a trip for personal travel or vice versa), the administrative head and the traveler must agree on a fair allocation of expenses for the trip. In no event will the University's portion of expenses exceed what would have been charged had the personal travel interruption not occurred.*

### **Ineligible travel expenses:**

The following travel expenses are **NOT** reimbursable:

- Interest charges on outstanding charge card
- Loss or damage to personal possessions
- Parking and traffic fines
- Personal expenses including kennel fees, travel, accident and life insurance costs, movies, and mini-bar charges
- Expenses of family members unless pre-authorized as University business
- Expenses for failing to cancel transportation or hotel reservations
- Passport expenses
- Excess personal baggage

### **Reimbursement procedures**

- Complete the 'Travel Reimbursement Form' and submit all original receipts to the Finance Office, room 258.

Link to Travel Reimbursement Form:

[http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/administration/finance%20forms/travel\\_reimbursement\\_form\\_201617.pdf](http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/administration/finance%20forms/travel_reimbursement_form_201617.pdf)

- Original receipts are required for reimbursement. If an original receipt is not available, complete and submit a 'Missing Receipt Form' with your claim.

Link to Missing Receipt Form:

[http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/forms/general/missing\\_receipt\\_form.pdf](http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/forms/general/missing_receipt_form.pdf)

- Tape all receipts individually on 8 ½ by 11 size paper in the order that it is listed on 'Travel Reimbursement Form'.
- If attending a conference, travelers should include the full conference itinerary with their reimbursement.
- Boarding passes are required when submitting claims for flights. If requesting reimbursement prior to travelling, submit boarding passes promptly after returning from the travel.
- Submit your Travel claims within 30 days of your return. This will also help ease the workflow for the finance team.