



## TRAVEL GUIDELINES

---

The University will reimburse authorized travel expenses incurred by faculty, staff, and, in special cases, students or other individuals. Reimbursements are subject to the following conditions:

- Expenses must be **reasonable**
- Appropriately **documented**
- Compliant with **UBC policies and procedures** or applicable **granting agency requirements**

You can find full policy details at:

 [UBC Business Expenses Rules \(PDF\)](#)

---

### ◆ Summary of Reasonable and Reimbursable Rates:

#### Airfare:

- **Covered:** Economy fare for the most direct route
- **Air Canada equivalent:** Standard or Flex class
- **Note:** Preferred seating is allowed only if UBC work is being completed during flights longer than 3 hours. Premium Economy/Business Class requires pre-approval.

#### Accommodation:

- Lowest-priced **standard room** in a business-class hotel
- Booking at the conference-designated hotel (with discounted group rates) provided by the organizers is permitted
- **General cap:** \$350/night (including taxes)

#### Meal Per Diem:

To streamline the reimbursement process, UBC individual travellers are encouraged to claim out-of-town meal expenses using **per diem rates**.

- Receipts are **not required** when claiming individual meals at the approved per diem rates.
- Only the individual traveller may claim per diems.
- When a meal per diem is claimed, no additional reimbursement may be requested for the same meal.
- Meal per diems may be claimed for either a full day or a partial day of travel.
- A per diem may only be claimed for meals that were actually consumed during travel.



## TRAVEL GUIDELINES

---

- Meal per diems cannot be claimed for meals already provided, such as those included with conference fees, meetings, or other hosted events.

Maximum Rates (incl. tax and gratuities)	Travel within Canada (CAD)	Travel to USA & International (CAD)
Breakfast	\$18	\$24
Lunch	\$20	\$26
Dinner	\$42	\$50
Daily Total	\$80	\$100

### Ground Transportation:

- Taxis and public transit to/from airports, hotels, and meetings are reimbursable
- General range: **\$10–\$40/day**

### Mileage:

The mileage reimbursement rate is reviewed and updated regularly to align with the **Canada Revenue Agency (CRA)** prescribed rate.

#### Current **CRA rates (2025):**

- 72¢/km for the first 5,000 km
- 66¢/km after that
- Commute to/from your regular work location is **not reimbursable**
- Reimbursement only applies to **additional kilometres** for UBC business

**Mileage reimbursement** for the use of private vehicles is allowed at the **Canada Revenue Agency (CRA)** rate, but **only for kilometres travelled on UBC business that exceed the individual's normal commute** to and from their regular place of work.

The reimbursable distance should be calculated based on the most direct route from either:

- the individual's **regular work location**, or
- their **home** (if working from home that day), to the business destination.

**Important:** Mileage may only be reimbursed if the combined cost of excess kilometres, accommodation, and meals **does not exceed** the cost of an economy-class airline ticket for the same trip.



## TRAVEL GUIDELINES

---

### Airport Parking:

- Max reimbursement: **\$80**, including both parking and mileage
- Equivalent to a round-trip taxi fare

### Tips/Gratuities:

- Up to **15%** before tax is considered reasonable
- 

### Mobile Devices:

- Reimbursable: business-related calls
- **Not reimbursed:** excessive roaming or personal usage
- Travellers must manage roaming costs and aim for the **lowest-cost travel data plan** from UBC's preferred vendors

### Internet:

- Use **free Wi-Fi** with VPN when possible
  - Hotel internet charges are reimbursable during business days
  - Temporary data packages for travel must be **pre-approved** by a manager
- 

### Booking Travel:

Faculty, staff, students, and UBC guests may book through **Concur** or **Direct Travel**.

 [Booking Information](#)

---

### Travel Advances:

Faculty and staff may request an advance if they don't wish to use a personal credit card. Please complete the travel advance form and submit it to [lawfinance@allard.ubc.ca](mailto:lawfinance@allard.ubc.ca).

 [Travel Advance Form \(PDF\)](#)



## TRAVEL GUIDELINES

---

### Combining Personal and University Travel:

- **Faculty:** Submit travel plans to *Saker Hirani* 2–3 weeks before booking to determine cost-sharing
- **Staff/Students:** Submit plans to Allard's *Finance Manager* 2-3 weeks for review

### [Combining Business & Personal Travel Form \(PDF\)](#)

---

Please find the relevant Section from the University's Business Expense Policy:

#### Travel Rules: Air

- **Airfare:** All air travel must be booked at the **lowest available fare** on the **shortest route**.
  - **Preferred seating** (e.g., extra legroom) is permitted **only** if:
    - The flight duration exceeds **three hours**, and
    - The traveller is expected to complete **UBC work** during the flight.
  - Any upgrades beyond standard economy, such as **Premium Economy** or **Business Class**, must be **pre-approved** by the Head of Unit and **justified**, typically with supporting documentation, e.g., medical certification and otherwise would only be considered for flight segments longer than six hours. Approval is also subject to the availability of appropriate budget funds.

**Note:** The Faculty of Law will reimburse airfare at the **Economy Flex fare** level (e.g., on Air Canada) for the **most direct route**.

- **Personal Stopovers:** Personal stopovers are permitted, but reimbursement will be limited to the cost of a ticket for the **shortest work-related routing**. A **flight quote** showing this routing must be included with the claim, with the reimbursable amount confirmed by Saker Hirani or the Finance Manager, as applicable.
- **Flight Passes:** Reimbursement for **flight passes** is **not permitted**, as they are not considered the most cost-effective option on a per-trip basis (e.g., Latitude or Comfort fares).
- **Baggage Fees:** Reimbursement will be provided for **one checked bag and one carry-on** per trip, if not included in the fare. Any additional baggage fees require **prior approval** from the traveller's Manager.



## TRAVEL GUIDELINES

---

### ✗ Ineligible Travel Expenses & Reimbursements:

- 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's business
  - Expenses for failing to cancel transportation or hotel reservations
  - Passport expenses
  - Excess personal baggage
- 

### ✓ Reimbursement Procedures:

1. Complete the [Travel Reimbursement Form \(PDF\)](#)
  2. Submit claims within **30 days of return** to support timely processing
  3. Supporting documents checklist:
    - Conference/workshop program or itinerary if travel was for research collaboration
    - Itemized receipts (airfare, accommodation, ground transportation)
    - For expenses incurred in non-CAD currency, include the credit card statement for the CAD equivalent reimbursable amount
  4. Submit **individual scans** of all itemized receipts
    - If missing, complete a [Missing Receipt Form \(PDF\)](#)
- 

If you have any questions or require assistance with planning your travel or submitting reimbursements, please feel free to reach out to the finance team at [lawfinance@allard.ubc.ca](mailto:lawfinance@allard.ubc.ca)