Most recent versions are found on the Office of the Secretariat Website under Senate Bylaws and Policies - https://lawlibrary.uwindsor.ca/Presto/home/home.aspx?ssid=Home

Policy Title: Travel Policy

Policy Number: TBD

Approved by: Board of Governors

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Position Responsible for Maintaining and Administering the Policy: Controller

Contact: Rachel McRae, Controller

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1. Policy Statement and Purpose

The University shall reimburse its travellers for reasonable and necessary expenses incurred by them in the course of carrying out their University responsibilities. A "reasonable expense" is deemed to be based on sound judgment and moderation. Any expenses that do not meet the test of legal, ethical, or public perception of appropriateness will be denied and/or the University will seek reimbursement from personal funds. As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff must exercise care in incurring travel expenses.

For the purpose of this policy, travel does not refer to an employee's commute from their home to their on-campus work environment. Expenses related to an employee's commute from their home to their on-campus work environment are not reimbursable.

This policy establishes the guiding rules and principles for the reimbursement of travel expenses. It provides a framework of accountability to define and allow for reimbursement of reasonable costs incurred by University travellers for business related travel expenses. This policy is designed to rely on the goodwill and discretion of the employee and supervisor, while at the same time allowing the University to meet its stewardship obligations as a public institution. The individual should neither gain nor lose personal funds as a result of travel assignments.

The University will reimburse out-of-pocket business travel related expenses that are legitimate, reasonable, and appropriate for the business activity undertaken, and that meet the terms and conditions of this policy, as well as conditions imposed by the funding source (i.e. research agencies, where applicable). The expense must have been personally incurred by the Claimant (i.e. the Claimant may not request reimbursement on behalf of another individual). Original receipts from suppliers must support all expense reimbursement claim items, except for per diem claims where applicable.

2. Scope

This policy applies to all University related travel, including research grant travel, **regardless of the ultimate source of funding,** unless specifically indicated otherwise by the funding source. Please note that travel claims funded by a third party (e.g., under a research grant or contract) will be governed by the policies and regulations of the funding agency. Where funding regulations are different from University policies, the more stringent policy will take precedence.

If a circumstance arises that is not specifically covered in this policy or the procedures below, the traveller or Authorized Approving Officer must consult the Finance department for further guidance. For research-related travel please contact the Research Finance department. Non-travel-related expenses should be reviewed and processed in accordance with the University's Procurement Policy or Hospitality Policy, as appropriate.

3. Definitions

Authorized Approving Officer: The Authorized Approving Officer must have authorization over the account(s) being charged when approving reimbursement requests and cannot be the individual seeking reimbursement. They also must not be asked to approve the travel, entertainment, or non-travel business expenditures for an individual to whom they report. The Authorized Approving Officer is typically the one-up approver, the manager or supervisor of the claimant. However, if the Authorized Approving Officer is not also the Claimants one-up approver, then an additional approval is required by the Authorized Approving Officer for the general ledger account being charged.

In the case of research accounts, the Authorized Approving Officer must have a one-up reporting relationship to the Traveller, and reimbursement claims must always be approved by the Principal Investigator (PI) or their delegate.

Claim: means the travel expense claim submitted by the claimant for reimbursement of University business travel related expenditures.

Claimant: is defined as any employee, faculty, staff member, Board member or other approved individual who is being reimbursed for travel-related expenditures, under the terms of this policy, by the University of Windsor. This includes research grant travel expenditures.

Claimant Delegate: Employees who can prepare expense reports on behalf of the Claimant.

Delegate Authorized Approver: Employees who can approve expense reports on behalf of the Authorized Approving Officer.

Employee: means any person who directly or indirectly receives wages from the University in return for supply of services. For certainty, this definition includes all unionized and non-unionized academic and support staff as well as those whose salary is paid through sources other than the University's operating funds, such as, but not limited to, grants, research grants and external contracts.

Principal Investigator: an individual eligible to hold a research account based on their job requirements and who has been awarded research funding from an external or internal source in support of specific research activity.

Reasonable Expense: an expense is reasonable if it is deemed to be based on sound judgment and moderation. Any expenses that do not meet the test of legal, ethical, or public perception of appropriateness will be denied and/or the University will seek reimbursement from personal funds. As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff must exercise care in incurring travel expenses.

Traveller: means the employee who is travelling for University business related purposes and who will be submitting a travel expense claim for reimbursement.

4. Roles and Responsibilities

Below is a summary of the roles and responsibilities of University employees as it pertains to travel expenditures, claims, approvals and reimbursements:

- **The University of Windsor** is responsible for maintaining an appropriate internal controls environment as part of its accountability framework.

- The **Claimant** is responsible for:
  - Ensuring that any contemplated travel (or other expense) is necessary, appropriate, allowable and that there is an eligible source of funding.
  - Requesting authorization from the Authorized Approving Officer, for any planned travel, before committing any funds for the travel or for other reimbursable expenditures. The Authorized Approving Officer has the

right to reject claims for reimbursement for travel that they did not approve in advance and/or do not believe was related to business purposes.
  - Ensuring all expenditures have been incurred in compliance with University policies and guidelines, including University Procurement Policies, and have been adequately documented in accordance with this policy, including expenses for which any prepayments related to the travel have been issued.
  - Ensuring all expenditures are valid, necessary, appropriate, allowable under granting agency policies, guidelines, and agreements, if applicable and that sufficient funding is available to cover the expenditures.
  - Incurring reasonable expenses and to claim for reimbursement only actual out-of-pocket expenses for legitimate university business related travel.
  - Submitting a claim through the UWinsite Finance system within fifteen (15) working days from the completion of the trip, and no later than twelve (12) months thereafter.
  - Ensuring all claims are authorized electronically by the proper Authorized Approving Officer(s) (through UWinsite Finance).
  - Repaying any overpayment of reimbursement back to the University, should there be a situation that arises where an overpayment of a claim was issued. This overpayment would be considered a debt owing to the University, by the Claimant and must be repaid by the Claimant within a month after the overpayment has been identified and made known to the Claimant.
  - Submitting all claims for expenses before leaving the University if a traveller is ceasing employment with the University.

- The **Authorized Approving Officer** is responsible for approving claims and ensuring that claims are:
  - valid, necessary and appropriate,
  - within the conditions of this policy and procedures,
  - for legitimate University related activities or relevant research-related activity,
  - being charged to an appropriate general ledger account, and
  - supported by original detailed receipts as required, for each expenditure item included in the claim.

  For claims to be reimbursed from research grants, the Authorized Approving Officer is responsible for ensuring that funding is available and that expenses conform to those allowable under the guidelines of the sponsor.

- The **Accounts Payable Department** is responsible for:
  - Developing and maintaining administrative processes relating to travel, processing travel reimbursements in a timely manner, and ensuring that claims for reimbursement follow this policy and procedures.

5. Travel

For the purpose of this policy, travel does not refer to a person's commute from their home to their on-campus work environment. Expenses related to a person's regular commute are not reimbursable. Also, travel costs of another individual (e.g. family member) are not reimbursable.

6. Travel Expense Authorization

6.1. Pre-approval of Travel Expense Authorization

Faculty and staff should request authorization from the Authorized Approving Officer on the general ledger account being charged before committing any funds towards travel expenditures. The Authorized Approving Officer is typically the person, on one-up basis, to whom a Claimant directly reports. However, if the Authorized Approving Officer is not also the Claimant's one-up approver, then an additional approval is required by the Authorized Approving Officer, for the general ledger account being charged.

All travel with a duration exceeding six months must receive pre-approval to ensure compliance with applicable tax regulations and to support accurate financial reporting.

6.2. Approval of Travel Expense Claims

All submitted travel expense claims from University funds, whether operating, restricted, capital or ancillary funds, must be approved by an Authorized Approving Officer for the general ledger account being charged. This is typically the person, on one-up basis, to whom a Claimant directly reports. However, if the Authorized Approving Officer is not also the Claimants one-up approver, then an additional approval is required by the Authorized Approving Officer on the general ledger account being charged.

When two or more persons are travelling together:

- All travel expenses must be submitted by the traveller who incurred the expense; and
- The claim must be approved by a minimum of one level of authorization above the individual with the highest authority who is included in the expenses incurred.

The Authorized Approving Officer is responsible for ensuring that claims for expenses are for University purposes only and in accordance with this policy. If the account to be charged is a research account, the Office of Research Finance will also be required to verify that the expenses are in compliance with the funding agency regulations.

Expense claims shall be approved in accordance with the **Table 1** below.

Finance reserves the right to deny reimbursement for any travel or expense claims that result in a financial penalty to the University due to non-compliance with policy, late cancellations, or failure to follow established booking procedures. Claimants are responsible for ensuring that travel arrangements are made in accordance with University policies to avoid unnecessary costs.

Table 1: Authorized Approving Officers for Travel Expense Claim Reimbursement

Traveller/ Claimant	Authorization Required
President	Chair of the Board of Governors or their designate.
Vice-President	President or acting designate.
Associate Vice- President	President (or acting designate) or reporting Vice-President (or acting designate), as applicable.
Dean	Provost & Vice-President Academic or designate
Department Head, Associate Dean	Reporting Dean, or designate
Travellers charging research accounts	• When the **Principal Investigator** is the Claimant, the authorized approving officer must be a minimum one level of authorization above the Claimant (i.e., for faculty members, this would be the Department Head or her/his delegate). • When a **Department Head** is the grantee or where next level in the hierarchy (Dean, Vice President, Academic, or President) is required. • If necessary, the Vice President, Research and Innovation may be called upon to assist in resolving differences between the grantee and the Department Head.
Travellers charging non-research accounts	The Authorized Approving Officer must have account signing authority and must be a minimum one level of authorization above the Claimant.

6.3. Delegation of Authority

Authorized Approving Officers can appoint a Delegate Authorized Approver, to exercise the authority of the Authorized Approving Officer, on a permanent basis, or when absent for any reason, including vacation. They can do this by indicating the period during which absence or permanent delegation is effective (beginning and end date) using the delegation function in UWinsite Finance. Appointments should ideally be in a position at the same level or higher than the Authorized Approving Officer, on the University Organization Chart. Authorized Approving Officers who choose to delegate authority acknowledge and accept that they are fully accountable for decisions made on their behalf by their delegate.

6.4. Conflict of Interest

Claimant shall not request, nor shall an Authorized Approving Officer authorize an expense reimbursement if there is a conflict of interest situation, being one that would or could appear to interfere with rendering of an unbiased decision on the Claimant's request or that could appear to prevent the Claimant or Authorized Approving Officer from acting in the University's best interest. In such cases the Claimant or Authorized Approving Officer should take the proposed expense reimbursement to the Authorized Approving Officer's supervisor for approval. If in doubt, the matter should be brought to the attention of Accounts Payable.

7. Consistency and Contradictions

Where there may be apparent contradictions between this policy and other legal requirements to which the University is subject, every effort should be made to interpret both this policy and the other requirement in a consistent and harmonious manner.

If any provision of this policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the policy provision is required by law, in which case the policy provision will prevail.

Where funding for travel is provided by a funding/external agency, and where those agency guidelines/requirements are different from University requirements, the more stringent requirements will take precedence.

8. Policy Exceptions

At times, special circumstances may arise that may warrant exceptions such as deviations from the list of ineligible expenses and therefore Claimants may seek a policy exception. For all exceptions to this policy, pre-approval of the exception is required from the traveller's respective Vice- President or his/her delegate in writing (or e-mail) and the Associate Vice-President, Finance, or his/her delegate. This written pre-approval must accompany the Expense Form. Exceptions are to be considered on a case-by-case basis, without prejudice. The traveller's respective Vice President (or delegate), and the Associate Vice-President, Finance must approve a Policy exception, while maintaining compliance with this Policy and collective agreements without establishing University Practice or extending University Policy in any other situation.

The approver of the exception should consider whether:

- The request is able to stand up to scrutiny by the auditors and members of the public.
- The request is explained and documented with the filed reimbursement claim.
- The Claimant acknowledges and accepts in writing any applicable tax treatment (e.g. taxable benefit implications)

As noted previously, travel claims funded by a third party (e.g., under a research grant or contract) will be governed by the policies and regulations of the funding agency. Where funding regulations are different from University policies,

the more stringent policy will take precedence.

9. Appendices

- Appendix 1 - Travel Guidelines and Procedures

10. Cross References and Procedures

- University of Windsor Hospitality Policy
- University of Windsor Policy on Conflict of Interest of Commitment
- University of Windsor Gift Acceptance Policy
- University of Windsor Purchasing Card Program
- University of Windsor Travel Card Program

Appendix 1: University of Windsor Travel Guidelines and Procedures

The purpose of the University Travel Guidelines and Procedures is to assist approvers and claimants to determine the reasonableness and appropriateness of travel expenses by describing the standards for several commonly incurred travel and other reimbursable expenses.

The following procedures have been prepared by the Finance department to provide additional guidance around the application of the University of Windsor Travel Policy. Questions surrounding the interpretation or application of the Travel Policy and associated procedures should be directed to the Controller within the Finance department.

1. General Travel Procedures

1.1. Travel

- Travel should be through the most economical and practical route possible utilizing the following modes:
  - Commercial Passenger Air travel
  - Train/rail
  - Automobile (rental, vehicle, public transportation, etc.)
- Employees are encouraged to make their own travel arrangements in accordance with the Travel Policy. Finance is available to assist with the selection of travel services and preferred travel vendors. A listing of preferred travel vendors can be found on the Finance website.
- There are some positions where frequent travel is a requirement. On hiring (or promotion into such a position), the Authorized Approving Officers should ensure new employees are aware of the Policy and how it will affect their jobs. In these situations, Authorized Approving Officers should meet with the Claimant to discuss appropriate strategies (e.g. pre-approval for frequent or regular travel, when meals can be reimbursed, use of personal or rental vehicles, etc.).
- When planning any travel, consider business continuity (e.g., deciding whether all University people should travel together).
- When combining University business with personal travel, eligible expenses (e.g. travel, accommodation, meals) are limited to what would be applicable had the personal travel not occurred.
- If there is a change in your itinerary, you should report any changes to your Authorized Approving Officer as soon as possible.
- As significant savings can be realized by making reservation in advance, all travellers are recommended to plan their travel at least 14 days prior to departure.

1.2. Unused Travel Tickets

It is the responsibility of the traveller to pursue credit for any unused refundable tickets, or any portion thereof and ensure:

- The credit is issued to the University, or
- The credit is used for University related travel, or
- The credit is personally refunded to the University if the credit is used for personal purposes.

2. Eligible Travel Expenses

2.1. Accommodations

- In the normal conduct of business, reimbursement for overnight accommodation in the area of the Claimant's home is located will not be authorized or approved. Travelers must be at least 100 kms from their home or work to qualify for reimbursement of an overnight stay. Exceptions to this requirement must be approved by the Vice-President of the applicable reporting area.
- Reimbursement of reasonable accommodation expenses is limited to a single room rate per traveler. There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling.
  - The lowest rate and/or Government/ Canadian Association of University Business Officers (CAUBO) rates should be requested. Please refer to the CAUBO website for eligible discounted hotel rates at CAUBO Travel Guidelines.

- For Travel involving guests visiting the University please see the Hospitality policy for additional guidance. One-up approval is required for guests who choose not to stay at the preferred University hotels outlined on the Finance website.

- Surcharges for individuals who accompany the employee and who are not on University business, will not be reimbursed. Where the employee shares a room with a family member the single rate should be shown on the invoice and only that amount claimed.
- If accommodation reservations must be cancelled, it is the responsibility of the traveller to ensure that cancellation is made in sufficient time to avoid financial penalty.

2.1.1. Gratuitous Accommodations

- The University recognizes that gratuitous accommodation assists the traveller and the University in maintaining low travel expenses.
- The intent of this allowance is to reduce hotel costs by encouraging the traveller to lodge with family or friends when possible.
- The maximum reimbursable rate, when travelling on approved University business, is found in **Appendix 2.** Receipts are not required. This allowance is payable to the traveller only, not to the lodging host.

2.1.2. Long-Term Accommodations

- If an employee is required to spend more than one continuous month in a single location, appropriate arrangements for suitable rental, board, or lodging accommodation at weekly or monthly rates should be made prior to or as soon as possible after the start of the travel period.

3. Transportation

3.1. Commercial Passenger Air Travel

- Air travel is permitted if it is a practical and economical way to travel.
- Reimbursement of travel costs will not normally exceed fares within economy class, including standard fees for advanced seat selection and baggage, if required.
- Travellers must use best efforts to obtain the lowest available fare.
- Requests for Business Class are permitted only for trip segments over 6 hours in length, or if related to the provision of reasonable accommodation (e.g., a medical certificate/note). Therefore, Claims for First Class and Business Class travel will be reimbursed at the economy rate unless they meet these specific requirements. Travellers claiming for the costs of air travel in a class of travel higher than economy must obtain the pre- approval of their respective Authorized Approving Officer.
  - Please note that some granting agencies, including NSERC, SSHRC and CIHR, specifically limit air and rail travel to economy / coach fares. Research Finance should be consulted for questions regarding booking airfare arrangements using funding received from a granting agency, to ensure compliance with all funding agreements/requirements.
- Travel should be via the most direct route, but indirect routing can be approved if the cost does not exceed that for the direct route. The traveler requesting reimbursement for indirect routing must be able to provide evidence of the variable costs as part of the travel expense claim.
- To be reimbursed for airfare costs, the traveler must attach the electronic ticket(s), accompanied by boarding passes, and/or other proof of completed travel to the Expense Form. Digital boarding passes are acceptable.
- Financial penalties which apply to changes and cancellations, or non-refundable tickets may be reimbursed if the change is made for University business, rather than for personal reasons or if special circumstances so warrant.

3.1.1. Frequent Flyer Points

- A traveller may choose to enrol in a frequent flyer program. Enrolment fees are not reimbursable and therefore are the responsibility of the traveller.
- Frequent flyer status is not to be a determining factor in the selection of the carrier. The choice of carrier must always be based on the most economical fare.
- Travellers are not permitted to seek and will not receive cash reimbursement for airline tickets purchased on frequent flyer points.

3.2. Train

- Travel by train is permitted if its is a practical and economical way to travel.
- VIA business class for day travel is permitted.
- Standard lower berth or roomette accommodation for overnight travel is acceptable for travelling by train.
- Standard fees for advanced seat selection and baggage are acceptable, if required.

3.3. Vehicle Transportation

3.3.1. Rental Vehicle

- Car rental bookings can be made by the traveller or with the assistance of a travel agency.
- When making car rental bookings, the traveller is encouraged to obtain the most cost-effective, practical vehicle and to take advantage of corporate and other discounts.
    - Please refer to the Canadian Association of University Business (CAUBO) website for eligible discounted car rentals at CAUBO Travel Guidelines
- If renting a vehicle, the Claimant cannot claim the kilometre allowance through a travel expense claim.
- All original receipts for car rental expenses must be submitted with the claim for approval.
- The University of Windsor Business Travel Account (BTA) Card cannot be used to book a rental vehicle for insurance purposes.
- When you are renting a vehicle for University purposes, you must:
    - Name the University of Windsor as the “renter” of the vehicle
    - Add the name of department/faculty, and
    - List yourself and any other drivers on the rental contract.

3.3.2. Privately Owned Vehicles

- The University accepts no liability for any loss, damage, or injury that may result from the utilization of a private (personally) owned vehicle for business purposes, and will not be responsible any increases for personal auto insurance or other premiums .
- If you use your personal vehicle while on University business, the following conditions apply:
    - The individual claiming for use of a personally owned vehicle must have a current valid driver’s license.
    - The vehicle must be insured for personal motor vehicle liability, at the vehicle owner’s expense.
    - It is the driver/owner’s responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
    - The University will not reimburse the costs of insurance coverage, including, but not limited to business use, physical damage or liability nor will it be responsible for any premium increases caused by accidents or convictions that occurred while using the vehicle for University business.
    - The University is not responsible for reimbursing deductible amounts related to insurance

coverage.
    - In the event of an accident, you will not be permitted to make a claim to the University for any resulting damages.

3.3.2.1. Kilometer Allowance

- The University assumes no financial responsibility for personal vehicles, other than paying the kilometer rate.
- When a privately owned vehicle is used on University business, the kilometre allowance is designed to cover vehicle operating costs, including gasoline, insurance, repairs, and maintenance.
- The University will only pay the kilometer reimbursement rate if you are using your own vehicle for University purposes.
- The reimbursement for kilometre allowance may not exceed the cost of comparable 30-day advance purchase airfare rates. When completing the travel expense claim, dates, kilometres, and destination must be included.
- When travelling in a group, only one person may claim mileage on any one business trip. The names of the passengers must be shown on the travel expense claim. Passengers may not claim mileage or equivalent costs.
- The current kilometre allowance rate is published on the Finance website and can also be found in **Appendix 2** below.
- Kilometer reimbursement for mileage between University owned, or leased facilities, within the same city are not eligible for reimbursement.
- Kilometer reimbursement for mileage between an employee's approved work from home location and their on-campus workspace are not eligible for reimbursement.

3.3.3. Reporting an Accident

- All accidents must be reported immediately to local law enforcement authorities, your immediate supervisor, and the University of Windsor Insurance and Risk Management department at Lisa.Ambedian@uwindsor.ca. In addition:
    - If you are using a rental vehicle, advise the rental car agency and contact the purchasing card insurance provider to initiate a claim.
    - If you are using a personal vehicle, advise your own insurer.

3.3.4. Parking Fees and Tolls

- Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving for University purposes.
- Parking costs incurred at campuses as part of a regular commute to work will not be reimbursed.
- There is no reimbursement for traffic or parking violations.
- Receipts must be obtained for reimbursement purposes where possible.

3.4. Public Transportation (Buses, Taxis, Ubers, etc.)

- Local public transportation including hotel/airport shuttles should be used wherever possible.
- Taxi, Uber, or bus transit may be used where this represents an economical means of transportation, and are recommended for transportation to and from airports, where airport shuttles are not available.
- Receipts should be obtained for reimbursement purposes.

4. Meals

- Individuals will be reimbursed for reasonable amounts incurred for meals when travelling on University

business. For defining a reasonable amount and for reimbursement rate for meal and kilometer allowances, the University refers to the Canada Revenue Agency.

- Reimbursement is for restaurant or prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim.
- Daily per diem meal allowance rates apply.
- Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.
- A traveller beginning or ending travel midway through a day should not claim the full day's allowance.
- When using personal funds to purchase a meal the claimant may claim reimbursement for meals with **itemized receipts**, or **without receipts** (using the University approved per diem amounts).

4.1. With Itemized Receipts

- Individuals will be reimbursed for reasonable amounts incurred for meals when travelling on University business. The claimant may claim reimbursement for meals with original itemized receipts. A credit or debit card receipt without itemized details is **not acceptable**.
- Meals claimed on a receipt basis must exclude any charges for alcoholic beverages and for claim amounts significantly over the approved per diem rates, an explanation is required.
- Daily per diem meal allowance rates apply. **Reimbursement of meal expenditures, above and beyond the allowable per diem amounts will not be permitted.**

4.2. Without Receipts (per diem)

- The claimant may claim reimbursement for meals using the University approved per diem daily amounts as outlined in **Appendix A.**
- Per diem reimbursement is advantageous in circumstances where an individual's actual expenses are difficult to separate from those of a group sharing costs (i.e. group meals) or when the record keeping involved in actual reimbursement would be unusually burdensome.
- To simplify processing of expense claims using per diem rates, no receipts are required when claiming per diem meal allowances.
- The per diem should be claimed only when meal costs are incurred.
- Please note that if travelling in the United States and/or abroad, then per diem rates noted in **Appendix A** can be claimed in US dollars.

4.3. Alcohol Charges

- Expenses involving consumption of alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.

5. Insurance:

5.1. Medical and Health Insurance

- Eligible employees are covered under the University's health insurance plans in the event of illness or injury. The cost of additional private medical and health insurance will not be reimbursed unless approved by Human Resources before any arrangements are made.
- Employees can find information on existing insurance coverage on the Human Resources' website.

5.2. Travel Accident Insurance

- Eligible employees have basic insurance for accidental injury or accidental death. Extra insurance may be arranged at the traveler's expense – it will not be reimbursed.

5.3. Rental Vehicle Insurance

- The University Travel Card benefits include insurance for the cardholder of the rental vehicle that covers the cost of repairing the damage to approved vehicle types rented using the card.
- In order for the rental vehicle to be eligible for the insurance coverage through the University Travel Card, the cardholder must be the sole driver for the coverage to apply.
    - For additional information regarding the University purchasing card insurance coverage benefits please go to the Procurement website.
- If you do not have a University Travel Card, or you rent a vehicle that is not eligible for coverage under the card, you should purchase the collision damage waiver coverage offered by the rental company. The insurance costs can be claimed as a travel expense.
- In cases of accidents, please notify **Insurance & Risk Management at extension 2080** as soon as possible. Please refer to the Insurance & Risk Management website for additional information.

5.3.1. Insurance for Rental Vehicles - In Ontario

- When renting a vehicle in Ontario and using your University Travel Card, a cardholder may decline the Rental Agency's collision damage waiver (CDW) if you strictly adhere to the following:
    - Your Travel Card must be in good standing;
    - You must initiate and complete the entire rental transaction with your University Travel Card (the full cost of the rental must be charged to your Travel Card);
    - Coverage is limited to one rental vehicle at a time;
    - The length of time that you rent the same vehicle or vehicles must not exceed 48 consecutive days;
    - Coverage is limited to loss/damage to, or theft of a rental vehicle only up to the rental vehicle's actual cash value plus valid Loss of Use charges;
    - This coverage does not apply to specialty or expensive/ exotic vehicles (see Scotiabank Visa Cardholder Information Package).
    - Claims must be reported within 48 hours of the loss/ damage occurring by calling (800) 847-2911 (in Canada or United States) or you can call collect at (410) 581-9994.

5.3.2. Insurance for Rental Vehicles - Outside Ontario

- When renting a vehicle outside of Ontario, you must purchase the collision and damage coverage and liability insurance offered through the Rental Agency, regardless of whether you are using a personal credit card or a University Travel Card.
- You should always inform the rental agency if you intend to have additional drivers or will be crossing a provincial or international border.

5.4. Flight Cancellation Insurance

- Flight cancellation insurance is an allowable expense and will be reimbursed.

6. Conference Registrations

- Registrations fees should be charged against the traveller's University's Travel Card, whenever possible. A copy of the full conference registration must be included with the travel expense claim.

7. Out-of-Country Travel

- Persons travelling outside of Canada will be reimbursed for expenses if they were specifically incurred and necessary for their travel. Such expenses include, but are not limited to, the costs of:
    - travel visas
    - currency exchange conversion or surcharge fees

- airport/departure taxes
- immunizations

- Receipts are required for reimbursement. Please see **14.3 Foreign Exchange and Travel Claims** for more details on foreign exchange transactions.

8. Other Eligible Travel Expenses

8.1. Dependent Care

- For the purposes of this Policy, a dependent is a person who resides with the traveler on a full-time basis and relies on the traveler for care (e.g., a child or parent).
- Whenever an employee is required by the University to travel for purposes related to the performance of their duties and they incur expenses for the care of a dependent as a direct result of such travel, such expenses shall be accepted under the travel submissions submitted by the employee, subject to the following conditions.
    - There has been approval in advance by the Authorized Approving Officer that such expenses may be charged;
    - Submissions for dependent care expenses should be receipted and attached to the travel expense claim. The original receipt must contain the name, address, and phone number of the caregiver; the dates care was provided; the amount paid to the caregiver; and the signature of the caregiver acknowledging receipt of funds.
    - Such expenses were incurred directly because of the requirement for the employee to travel on University business (regular ongoing dependent care is not reimbursable).
    - Amounts paid to a spouse or partner may not be claimed.
- Please note that travel claims funded by a third party (e.g., under a research grant or contract) will be governed by the policies and regulations of the funding agency. Employees are urged to determine from the funding agency and prior to incurring expenses for dependent care the extent of the coverage which may be available.

8.2. Telecommunications

- Wherever possible, you are expected to use the least expensive means of communication. If using a mobile device outside of Canada for phone, data, or text messages, consider the purchase of a travel plan if more economical and use WIFI wherever possible in lieu of cellular connectivity.
- Using your University-owned device out of country is at the discretion of the Authorized Approving Officer. Costs incurred without using the most economical method (ie. travel plan) and/or without prior approval will be the liability of the University-device user.
- Use audio or video conferencing (via Microsoft Teams) whenever possible, as an alternative to travel. If you are away for University purposes, reimbursement will be made for:
    - reasonable, necessary personal calls home for each night away; and
    - additional business expenses, such as:
        - Calls for University purposes
        - Emergency calls from air or rail phones
        - Internet connections and computer access charges
        - Facsimile transmissions
        - Word processing and photocopying services
        - Rental and transportation of necessary office equipment

8.3. Excess Baggage Fees

- Excess baggage fees are reimbursable up to a maximum of $100. Every effort should be made to minimize these costs.

8.4. Incidentals and Miscellaneous Travel Expenses

- Incidental expenses refer to minor, necessary expenditures incurred while traveling on University business that are not otherwise covered under other expense categories. Examples of incidental expenses include reasonable charges for gratuities (e.g., hotel staff, taxi drivers) or baggage handling, internet fees, reasonable laundry/dry cleaning, etc.
- **Incidental expenses must be supported by an original, itemized receipt in order to be eligible for reimbursement.** Blanket per diem claims for incidental expenses are not permitted.
- Claims for incidental expenses submitted without a valid receipt will not be reimbursed. For incidentals in which a receipt is not available (i.e. gratuity for a taxi driver), a Lost Receipt Form may be submitted as supporting documentation for the expense.
- A maximum of $17.00 per day may be claimed for incidental expenses, inclusive of all allowable items.

9. Ineligible Travel Expenses

Inclusive but not limited to:

- Any expenses related to accompanying travel companions
- Gifts
- Pet care expenses
- Non-business or personal related expenses
- Parking fines and other traffic fines
- Library fines
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Expenses related to damages to uninsured rental cars and privately owned vehicles
- Interest charges or other fees levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- Meals included in another reimbursable item (e.g., conference fee, transportation charge, accommodation)
- Alcohol
- Cannabis and derived substances
- Passports
- Toiletry articles
- Movie rental or mini bar

10. Group Travel

- Accounts Payable requires a list of the individuals comprising the group. The individual overseeing the entire trip is responsible for obtaining and submitting all original receipts.

11. Third Party Travel

- Reimbursement for allowable expenses for a third party (i.e., contractor, consultant, etc) can only be claimed and reimbursed where the contract with the third party and the University specifically provides for it. All noted rules, guidelines and rates within this Policy are applicable to all third-party travel related expenses.
- Further, under no circumstances can any hospitality, incidental or food expenses be considered as allowable expenses for third party individuals and cannot be included in contract with the University.

12. Travel within the City of Windsor and Surrounding Area

- It is the responsibility of the University of Windsor to reimburse its business travellers for reasonable and necessary expenses incurred by the employee while carrying out their University responsibilities within the City of Windsor and surrounding area. Such travel must be above and beyond the commute distance from the employee's home to their workspace on-campus.
- The traveller must request pre-authorization from the Authorized Approving Officer before committing any funds for the trip or for other reimbursable expenses when traveling within the City of Windsor or surrounding area. Travel from the main campus to downtown campus is not reimbursable.

12.1. Kilometer Allowance

- The University will reimburse a traveller a minimum distance of 15 kilometres round trip at the University's current allowable kilometer allowance as outlined in **Appendix A.**

12.2. Meals

- When the traveller is required to be away from their normal workplace during normal mealtimes, they may claim reasonable expenses for meals. These claims must be supported by original detailed receipts. The claim should also provide an explanation of why the traveler was away from the normal workplace and for how long.
- Reimbursement of meal expenditures, above and beyond the allowable per diem amounts will not be permitted.

13. Benefits Derived from Business Travel

- Any benefit derived or received while on University Travel with a value of $200.00 or greater should be disclosed as required under the Gift Acceptance Policy, Hospitality Policy, and other benefits Policy.

14. UWinsite Finance Travel Expense Claims

14.1. Expense Reporting

- Travel expenses will be reimbursed providing they are reasonable in nature and amounts, are properly supported with documentation as described further in **14.2 Receipts** below and have been appropriately approved as described in the University Travel Policy, Section 6 – Travel Expense Approvals.
- To claim travel expenses, the traveller must submit a UWinsite Travel Expense Claim within fifteen (15) working days from the completion of the trip. Claims for expenses that are older than twelve months will not be reimbursed.
    - The expense claim should be submitted for reimbursement within fifteen (15) working days from the completion of the trip, and no later than twelve (12) months thereafter. In the event that a claim is submitted after twelve (12) months from the completion of the trip, approval for the expense reimbursement must be obtained from the Vice-President of the respective area, in order for the reimbursement to be authorized and issued.
- The claim must fully detail the purpose of the trip, the dates, and destination. For travel associated with a conference, the conference brochure must accompany the claim. For non-conference travel, relevant evidence of the purpose of the trip should be included with the Expense Form (*i.e.,* meeting agenda, invitation to speak at a conference or other institution, research collaboration).
- Notification of all planned travel should be given to your Authorized Approving Officer prior to travel arrangements being completed. The Authorized Approving Officer has the right to reject claims for reimbursement for travel that they did not approve in advance and/or do not believe was related to business purposes.

- A full accounting of the entire trip should be reported on the Travel Expense Claim, including any pre-travel reimbursement for expenses should be attached and marked prepaid.

14.2. Receipts

- Original receipts are required for reimbursement of all expenses *with the exception* of the per diems and gratuitous accommodation.
- Where a receipt is required, an original itemized document on company letterhead acknowledging receipt of payment is needed.
- Neither credit card statements nor credit card slips are acceptable substitutes for original itemized receipts unless approved by the Authorized Approving Officer and allowed by the granting agency.
- Boarding passes must also be included with the expense claim.
- In instances where an original receipt is not issued or has been lost, please submit a copy of the credit card statement or credit card slip together with a Lost Receipt Form available on the Finance website.
- When tickets are purchased electronically and no actual ticket is issued, the traveller must submit a copy of the confirmation of purchase obtained at the time the transaction occurred. Please be sure to include the printout indicating the method of payment.
- When a receipt for meals or incidental expenses is unavailable, a per diem may be claimed. Current per diem rates can be found in **Appendix 2.**

14.3. Foreign Exchange and Travel Claims

- All expense claims will be converted into and paid in Canadian dollars.
- When completing an expense claim for travel in the United States and/or abroad, a claimant can select the correct foreign currency for each expense item added to the expense report.
- For US travel expense items, the system will automatically convert the expense item to Canadian dollars. The expense item is converted to Canadian dollars by the system based on the travel date assigned to each expense item. Therefore, when adding the expense items to the expense claim, it is important to assign the exact date each travel expense item occurred. This will ensure you receive the most accurate foreign exchange rate based on the date of travel.
- For travel outside of Canada and the US, the system will still automatically convert the expense item to Canadian dollars. However, UWinsite Finance is not currently programmed with exchange rates, other than the US foreign exchange rate. Therefore, when entering an expense item in a currency other than Canadian or US dollars, the system will require the claimant to manually enter the foreign exchange rate for each expense item added.
- The University currently uses the Scotiabank foreign exchange rates found on the Scotiabank Foreign Exchange Website.
- Once the appropriate exchange rate is entered, the expense item is converted to Canadian dollars. Since each expense item is entered separately, a different exchange rate can be selected for each expense item, based on the date the expense item occurred.
- Alternatively, the claimant can convert all expense items into Canadian dollars before completing the expense claim, and the then complete the expense report in Canadian dollars. If this option is exercised, the claimant should use the foreign exchange rate as noted on the Scotiabank Foreign Exchange Rate Website to convert expenses to Canadian. The rate used should be noted on the claimant's expense claim, for audit purposes.
- If travel includes both Canadian and US travel, there is no need to complete two separate expense claims. Both Canadian and US expenses can be claimed on one expense claim, by simply applying the proper currency for each expense item added to your report.

14.4. Processing of Claims

All UWinsite Finance expense claims will be reviewed and audited by the Accounts Payable, within the Finance Department. Reimbursement to the employee shall be by direct deposit. If the expense claim also

charges a project account, then the expense claim will also be audited by the Office of Research Finance, prior to payment.

14.5. Incomplete Claims

Expense claims which have not been properly prepared, authorized or supported by documentation shall be returned to the Claimant by the Finance department, with reasons given for not processing the claim. Ineligible expenses incurred, identified through an audit of the expense claim by the Finance department, shall be reimbursed to the University by the claimant.

14.6. Methods of Payment

- Travel expenses should be paid using the following options, in order of preference:
  - University of Windsor Corporate Travel Credit Card (Corporate Travel Card)
  - Personal credit card or debit card

14.6.1. University of Windsor Travel Credit Card

- The preferred method of payment for full-time employees who travel regularly is the University Travel Card. The University participates in a corporate travel credit card program for University business travel related expenditures.
- The University recommends the University Travel Card should be used for all of your University related travel-associated costs, including airfare, hotels, car rentals, meals, etc.
- Personal charges are not to be made using this card. Cards are issued to individuals in their name and payment to the credit card company is the responsibility of the cardholder.
- Further details on the University Travel Card Program can be found in the University Travel Cardholder Guidelines on the Procurement website.

14.6.2. University of Windsor Business Travel Account (BTA) Card

- To accommodate circumstances where the University is required to pay travel costs for a 3rd party, the University has a Business Travel Account "BTA" agreement with the corporate credit card program.
- No physical credit card exists and expenses on this card are billed directly to and paid for by the University. A BTA number is issued in the name of a University department and the costs will be charged to each department as the account is utilized.
- Usage is appropriate only when a physical card does not have to be produced i.e., when booking a flight online. Please note you cannot use the BTA card to book a rental vehicle.
- Further details on the University BTA Card Program can be found in the University BTA Cardholder Guidelines on the Procurement website.

14.6.3. Personal Credit Card/Debit Card

- Personal credit cards can be used to pay for travel-related expenses.
- Reimbursement of eligible costs can be requested as soon as the travel has occurred through the completion of a travel expense claim. Travel advances will not be approved or paid for travel costs booked using a personal debit or credit card.

14.7. Travel Advances

- Travel advances (reimbursement of travel costs, prior to travel occurring) may only be received when travel is booked using a University of Windsor Travel Card.
- Travel advances will not be approved or paid for travel costs booked through any other payment methods.

Appendix A – Travel Expense Reimbursement Rates

- **Kilometre Allowance**: The current allowable rate is $0.55 per kilometre.

- **Gratuitous Accommodations**: The maximum reimbursable rate is:
    - $25.00 CDN per night.

- **Meals: without receipts** Maximum per diem rates (based on fiscal year ending April 30th):

	2024/2025	**2025/2026**	**2026/2027 and thereafter***
Breakfast	$17.00	$17.00	$17.00
Lunch	$22.00	$22.00	$22.00
Dinner	$43.00	$43.00	$43.00
Totals	**$82.00**	**$82.00**	**$82.00**

**rates in 2027/28 and beyond should be presumed to be the same as those set by this chart unless this policy has been updated.*