

**Application:**

This protocol is applicable to all University of Guelph-Humber staff. This document is a supplementary directive to the Humber College Expense Reimbursement Policy and Procedure and under the authority of the Vice-Provost, University of Guelph-Humber, this protocol will supersede those documents.

**Guidelines:**

Travel and Transportation:

Airline: All air travel shall be at economy fare.

Mileage: For travel between the University of Guelph-Humber and the University of Guelph, a standard distance of 75km (one way) has been determined at the approved rate in force at the time a claim is made. Claimants are not required to attach a map to these claims. All other travel shall be made at the approved rate, and requires a map of the route to be attached. The route of origin must be either the University of Guelph-Humber campus or the originating location whichever is closest to the destination.

Tolls: Expenses for toll roads in the GTA will not be reimbursed and are used at the discretion and cost of the Claimant.

Rental car: All rental car usage must be approved in advanced by the Vice-Provost and attached to the claim. Where a car is being rented out of province, the Claimant must attach the approved Out of Province and International Conference approval form to the claim. If renting, a compact model or equivalent is allowed (luxury and sports vehicles are prohibited).

Taxi: Are limited for travel to and from airport and special circumstances, with prior approval whenever possible.

Train: All train travel shall be at economy fare.

Note: Whenever possible, local public transportation including hotel/airport shuttle should be used.

Meals:

Canada: Claimants will be reimbursed for the cost of meals not covered through the hotel or as part of the conference at a rate of up to \$40/day and receipts must be attached to the claim. Where meals are provided by the hotel or as part of the conference, the \$40/day will be reduced by the appropriate amount. A cap of \$20 for any single meal is suggested.

US: Claimants will be reimbursed for the cost of meals not covered through the hotel or as part of the conference at a rate of up to \$40/day, plus or minus the exchange rate at the time of travel (as obtained from oanda.com), and receipts

must be attached to the claim. Where meals are provided by the hotel or as part of the conference, the \$40/day will be reduced by the appropriate amount. A cap of \$20 for any single meal is suggested.

*International:* Claimants will be reimbursed for the cost of meals as outlined by Country and/or city in the National Joint Council Travel Directive, <http://www.njc-cnm.gc.ca>. These rates are maximum per diem amounts and do not require receipts. Any international per diems must be determined with the approving manager in advance of the travel and the Claimant must attach the Out of Province and International Conference approval form to the claim.

Note: Alcohol cannot be claimed and will not be reimbursed. Per diems only include meals, all other items must be claimed separately with itemized receipts. Where an advance has been approved by the Vice-Provost, per diems are no longer applicable and the Claimant must provide itemized receipts for all meals.

#### Accommodation:

*GTA:* Accommodation within the GTA is generally not applicable unless approved by the Vice-Provost, University of Guelph-Humber.

*Outside of GTA:* Mid-range hotels are permitted (excluding hotel suites, executive floors or concierge levels). Accommodation charges must not include optional charges such as room movie rentals, in-room bar and room service. Preference should be given to accommodation that provides specially negotiated rates, such as government rates.

#### Telecommunications:

Staff who hold a University of Guelph-Humber issued cell phone must arrange for an appropriate travel package from Academic & Campus Technology Services when travelling outside of the GTA, the province and Canada.

Staff who do not hold a University of Guelph-Humber issued cell phone, with prior approval, may be reimbursed for daily calls home using their personal cell phones. No other fees will be reimbursed for personal cell phones used during University of Guelph-Humber Business travel, including roaming fees incurred.

#### Advances:

There will be no advances issued unless they have the prior approval of the Vice-Provost. Where an advance has been approved by the Vice-Provost, per diems are no longer applicable and the Claimant must provide itemized receipts for all meals. Contact Finance and Administration for more information regarding advances.

#### Discretionary:

Prior written approval (e.g. email) from the Vice-Provost is required for any expenses to be withdrawn from discretionary funds.

#### Employee Recognition and Gifts:

Gifts of appreciation and/or recognition are usually presented to employees at the annual University of Guelph-Humber Staff Appreciation Breakfast. Modest gifts of appreciation are allowed for exceptional circumstances. Such gifts must be approved by the superior of the manager to whom the employee reports.

#### **Additional Guidelines for Completing an Expense Reimbursement:**

- University of Guelph-Humber employees affiliated with and have a Humber College employee ID must complete the Employee Reimbursement (Travel and Other Expense) form. Where banking information has previously been provided

to Humber College, the funds will be directly deposited in the Claimants account. Where no banking information has been provided, Humber College will issue a cheque and mail it to the address noted on the form.

- Those affiliated with the University of Guelph or who have no affiliation must complete the Non-Employee Reimbursement Form. Humber College will issue a cheque and mail it to the address noted on the form.
- All original receipts must be submitted with your claim. In rare circumstances where a receipt is lost or the vendor was unable to provide one, a Lost Receipt Affidavit must be completed and attached.
- All funds on the reimbursement form must appear in Canadian dollars. Where expenses and receipts are in foreign currency and require conversion into Canadian dollars you must attach a spreadsheet to the reimbursement claim that shows the original amount in foreign funds, the conversion rate and the converted dollar amount in Canadian.
- The website [www.oanda.com](http://www.oanda.com) should be used to obtain the appropriate exchange rate during the dates traveled. A printed copy of the exchange rate from the site must be attached to all reimbursement claims that contain foreign funds. If travel occurred over days/weeks, it is acceptable to use a single exchange rate within that timeframe, it is not necessary to use the exact exchange rate for each day.
- Expenses can be grouped by FOAP at the top of the form, for example, all meals can be totaled and applied to one FOAP on one line. Expenses are then detailed individually in the table below it on the bottom half of the form. When the amount of receipts exceeds the amount of lines provided, a separate spreadsheet must be used and the Claimant can simply state “see attached” in the detailed section of the form.
- When travelling out of province, the Claimant must attach the completed and approved “Request for Approval for Individual Travel Outside Ontario” form to the reimbursement claim.
- Separate expense forms are required if Claimants are submitting expenses for multiple conferences and travel.
- All original receipts should be attached to the form or where necessary put into an envelope and then attach. They should be ordered the same as they appear on the detailed portion of the form or spreadsheet, whichever is used.
- The Claimant is encouraged to keep copies of the claim until such time as the reimbursement has been received. Finance and Administration sends the original package as provided by the Claimant to Accounts Payable and does not retain any copies.
- All required forms must be attached to the reimbursement claim in order for the form to be processed. Any incomplete packages will be returned to the Claimant to include necessary documents.
- Please ensure you have the correct FOAP on your reimbursement form. Expenses related to the Study Abroad must be allocated to specific FOAP’s as outlined to participants at the start the program by Finance and Administration. Expenses related to the Research Grant Fund should have the FOAP left blank and Finance and Administration will complete with the appropriate information.
- The Approver (Program Head/Department Head) should only sign for the FOAP they have authority for. Some forms may require multiple Approvers where multiple FOAP’s are used.

**Amendments:**

Document created May 1, 2014

Last updated:

- August 31, 2016