



**University of Guelph-Humber
Expense Reimbursement Protocol
March 2023**

Application:

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

Guidelines:

Travel and Transportation:

When travelling out of province, the Claimant must attach the approved Business Travel Request Form to their claim.

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 to be applied 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 to the expense claim. 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 advance by the Vice-Provost and attached to the claim. A compact model or equivalent is allowed (luxury and sports vehicles are prohibited).

Taxi: Use is limited for travel to and from the airport and in 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 \$60/day. Receipts must be attached to the claim. Where meals are provided

by the hotel or as part of the conference, the \$60/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 \$60/day, plus or minus the exchange rate at the time of travel (as obtained from [Oanda](#)). Receipts must be attached to the claim. Where meals are provided by the hotel or as part of the conference, the \$60/day will be reduced by the appropriate amount. A cap of \$20 for any single meal is suggested.

International: Employees may choose to submit receipts for actual costs incurred for meals (not to exceed per diem amounts) or claim a per diem meal allowance, but not both. For per diems, Claimants will be reimbursed for the cost of meals as outlined by country and/or city in the [National Joint Council Travel Directive](#). These rates are maximum per diem amounts and do not require receipts. Any international per diem must be determined with the approving manager in advance of travel and the Claimant must attach the Business Travel Request 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 may, with prior approval by the Office of the Vice-Provost, be reimbursed for daily calls and/or texts home using their personal cell phones. Data roaming charges incurred on personal cell phones are not reimbursable, except when necessary for the conduct of university business in accordance with a roaming plan approved by the Office of the Vice-Provost prior to travel.

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 & Administration for more information regarding advances.

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 who have a Humber College employee ID, must submit their expense reimbursement claim electronically through the Chrome River system.
- Those affiliated with the University of Guelph, or who have no affiliation, must complete the Expense Reimbursement - Non-Employee form and email it to their approver. All approved forms are to be emailed to the Administrative Assistant, Finance & Administration. All expenses must be in Canadian dollars. The [Oanda](#) website should be used to obtain the appropriate exchange rate during the dates travelled.
- Payment will be made via Direct Deposit (EFT - electronic funds transfer).
- All receipts must be submitted with your claim. In rare circumstances where a receipt was lost or the vendor was unable to provide one, one of the following will apply:
 - a) For individuals required to submit via Chrome River: electronic system attestation
 - b) For individuals required to submit via the Expense Reimbursement – Non-Employee form: Lost Affidavit form must be attached with your claim.
- Separate expense forms are required if Claimants are submitting expenses for multiple conferences and travel.

Appendices:

[Humber College Expense Reimbursement Policy](#)

[Business Travel Request Form](#)

[Lost Receipt Affidavit](#)

[Out of Province Travel Policy](#)