



**The University of British Columbia  
Board of Governors**

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November 2000

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**Responsible Executive:**

Vice-President, Academic and Provost

Vice-President, Learning & Research  
(UBC Okanagan)

Vice-President, Administration and Finance

**Title:**

## **Travel and Related Expenses**

### **Background & Purposes:**

Travel is a necessary component in the gathering and dissemination of information and knowledge. The purpose of this policy is to facilitate travel in support of the University's mission while maintaining controls for accountability.

### **1. General**

- 1.1. This policy applies to travel expenses paid from all University administered funds, including those from grants and contracts.
- 1.2. 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:
  - 1.2.1. the traveller was travelling on University business, or in support of the University's mission; and
  - 1.2.2. the traveller had advance authority to incur travel expenses (for example, through recognition of travel in a grant budget); and
  - 1.2.3. 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; and
  - 1.2.4. the expenses are approved for reimbursement by at least one administrative level higher than the person claiming reimbursement.
- 1.3. Travel supported by research grants or contracts must comply with University policies and procedures unless specifically indicated otherwise by the funding organization in which case the policies and procedures of the funding organization must be followed.
- 1.4. 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. It is the responsibility of the traveller to make the most economical travel arrangements possible, consistent with the purposes of the trip.
- 1.5. Travellers must ensure that they have adequate insurance for the travel contemplated.

- 1.6. Travellers may retain for personal use any loyalty program points (for example – frequent flyer points) accumulated from University travel.
- 1.7. The restrictions in this policy and its procedures have university-wide application; however, individual faculties and departments may implement procedures which are more restrictive.
- 1.8. A standing Travel Policy Review Committee sponsored by the Vice-President Administration and Finance will review and recommend changes to the Procedures as necessary.

## **PROCEDURES**

**Approved: November 2000**

**Revised: August 16, 2010**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors." Note: the most recent procedures may be reviewed at <http://www.universitycounsel.ubc.ca/policies/policies.html>.*

### **1. Approval & Signing Authority**

#### **1.1. Claim Approval**

1.1.1. Written approval from one administrative level higher than the traveller is required for any payments under this policy including:

- 1.1.1.1. reimbursements to travellers;
- 1.1.1.2. travel advances;
- 1.1.1.3. travel settlement claims; and
- 1.1.1.4. payments to a third party.

1.1.2. The traveller and the individual who approves payment must ensure that claims for expenses are in accordance with this policy and these procedures.

#### **1.2. Expense Claim Forms**

1.2.1. Claims for reimbursement of travel expenses must be submitted on a Financial Services Travel Requisition Form. Claims must have:

- 1.2.1.1. a clear statement of the purpose and the duration of the trip;
- 1.2.1.2. clearly detailed expenses supported by the dated receipts required by this policy;
- 1.2.1.3. the original signature of the traveller certifying that all information is correct;
- 1.2.1.4. written approval from one administrative level higher than the traveller.

1.2.2. Travel Claims should be submitted within thirty (30) working days of the traveller's return.

#### **1.3. Receipts**

1.3.1. Original Itemized Dated Receipts are required to support a claim. Travel agency invoices, cancelled cheques, credit card statements or "paid" notices, photocopies and carbon copies are not acceptable. The following are the only exceptions to this requirement:

##### **1.3.1.1. Meals & Incidentals**

1.3.1.1.1. Credit card vouchers for gasoline and meals may also be submitted except when the claim is charged to a research fund.

##### **1.3.1.2. Airline Tickets**

1.3.1.2.1. Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, submission of a copy of the itinerary/receipt is acceptable. (Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment).

### **1.3.1.3. Conference Registrations**

1.3.1.3.1. Submission of a copy of a receipt showing the cost and payment or a copy of the registration showing the cost accompanied by a credit card statement showing payment is acceptable.

### **1.3.1.4. Minor Unreceiptable Items**

1.3.1.4.1. Minor expenses that are impossible or difficult to receipt may be approved at the discretion of the individual approving the traveller's claim. Examples of such items would include subway fares or gratuities.

### **1.3.1.5. Missing Receipts**

1.3.1.5.1. When a travel expense receipt is missing and a duplicate cannot be obtained, the traveller must submit the following memorandum on their department's letterhead to the Department of Financial Services. The memorandum must be accompanied with the appropriate Travel Requisition Form and must be signed by the traveller and one administrative level higher.

**To: Financial Services, Travel Claims**

**Re: Lost/Missing Receipt**

I, *[full name of traveller]* certify that the following receipts in the amount of *[indicate amount and currency]* *[describe the missing ticket, hotel bill, etc. in detail]* are missing and cannot be replaced. These authorized travel expenses were incurred by me on *[date]* and are reimbursable through the university's account number *[quote appropriate SpeedChart and account code]*. *The associated TR # is ----* I certify that I have not and will not claim reimbursement for these expenses from any other source.

**Signature of Traveller:**

**Signature of Supervisor:**

### **1.3.2. Site-Stamping of Receipts**

1.3.2.1. In circumstances where travel expenses are made well in advance of the trip and payment is required before the trip is completed, or when expenses are partially covered by another organization and the traveller requires the original receipt for submission to that organization, the receipt, upon request, will be "site-stamped" indicating the amount to be reimbursed by the University. The receipt will be returned to the traveller so a claim for the balance may be made.

1.3.2.2. Site-stamps are applied to original receipts which travellers need to retain. A photocopy of the site-stamped receipt is submitted with the expense claim to obtain reimbursement. Site-stamping can be done by the Department of Financial Services. In addition, faculties, departments and schools may obtain site-stamps from the Requisition Processing Section of Financial Services.

## **2. Booking Travel Arrangements**

2.1. The University contracts with certain travel agencies that provide full service to University travellers. These agencies are familiar with all of the University's specially negotiated rates (air, hotel and car) which result in savings to the traveller and the University.

- 2.2. Travellers may be required to use these agencies when booking travel arrangements on University business. Faculties and departments may establish these requirements subject to any requirement set under section 9, below.
- 2.3. Third parties who are authorized to travel at the University's expense for such purposes as employment interviews, external reviews, and distinguished lectures, are encouraged to book arrangements for transportation and accommodation through one of the University's contracted travel agencies, in order to obtain maximum benefit for the traveller at minimum cost to the University.
- 2.4. The contact information for the travel agencies will be set and posted consistent with section 9, below.

### **3. Transportation**

#### **3.1. Air travel at a fare class higher than economy**

- 3.1.1. Travellers claiming for the cost of air travel in a class of travel higher than economy, other than travellers claiming pursuant to section 3.1.2, must obtain the approval of their respective Dean or Vice President. This must be provided on a one-time basis on the expense claim form itself or on a continuing basis for a particular individual by memo to Financial Services.
- 3.1.2. Where a grant or contract explicitly provides for a class of travel higher than economy, a copy of the contract showing approval must be submitted with the expense claim form.

#### **3.2. Flight Cancellation Insurance**

- 3.2.1. Flight cancellation insurance enables travellers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to events that are not under the control of the traveller (for example – medical reasons). Travellers may claim the cost of purchasing this insurance.

#### **3.3. Tickets purchased using loyalty program points**

- 3.3.1. Travellers are not expected to use points from loyalty programs for University travel. Should they choose to do so, they shall not claim reimbursement for the 'equivalent' cost of the airline ticket. The University will reimburse the cost of taxes and surcharges actually paid by the traveller. Receipts are required.

#### **3.4. Private Automobile**

- 3.4.1. Travel by private vehicle may be necessary to save time and/or costs. Reimbursement for costs are made to the driver only and are calculated by applying the mileage (kilometer) rate to the actual driving distance while on University business, by the most direct route (the amount claimed not to exceed full economy airfare). The applicable mileage rate will be set and posted under section 9, below.

#### **3.5. Car Rental**

- 3.5.1. Travellers may wish to rent an automobile to save time or reduce costs. Reimbursable expenses include the rental fee for non-luxury model cars, the km/mileage charge by the car rental agency, gasoline charges and insurance coverage when applicable. The University has Canada-wide and international discounts with certain car rental companies as follows:

##### **3.5.1.1. Within B.C.**

- 3.5.1.1.1. Travellers on University business have access to the Government of BC provincial rates. This rate should be requested when booking the vehicle.

### **3.5.1.2. Outside B.C. (Canada & the U.S.)**

3.5.1.2.1. University rates have been negotiated with certain companies which will be posted consistent with section 9, below together with any ID#s to quote in order to obtain the preferred rate. Please quote the ID# to obtain the rate.

3.5.2. The University's contracted travel agencies can provide more information on the car rental companies, their rates and any special packages that are available. Please refer to the Travel Web site at [www.travel.ubc.ca](http://www.travel.ubc.ca) for details.

3.5.3. *Travellers who rent vehicles are responsible to ensure that they have obtained adequate insurance. Please refer to the Insurance section of these procedures for more information.*

### **3.6. Other Transportation**

3.6.1. Reasonable expenditures for taxis and public transportation to and from airports, railway stations, between appointments, hotel locations and meeting places are reimbursable, including reasonable gratuities for service.

## **4. Accommodation /Meals/Per Diems**

### **4.1. Meals/Per Diems**

4.1.1. Travellers may be reimbursed for the cost of meals either by submitting receipts for actual meal costs or by claiming meal per diems. In the event a per diem is claimed, no receipts are required. Travellers may claim a meal per diem for an entire day or partial 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. Per Diems cannot be claimed where meals are already included in conference fees.

4.1.2. Per Diems for meals will be set and posted consistent with section 9, below.

4.1.3. Where a research funding agency has a per diem limit that is lower than the University's, the traveller may claim the higher amount from the University but will only charge the research PG account with the lower rate.

## **5. Gestures of Appreciation**

5.1. Travellers may be reimbursed for modest gestures of appreciation for individuals who have provided accommodations or other reimbursable items to the traveller. Original receipts must be submitted to claim this expense. Reimbursement of this item may not be approved if the person approving the traveller's claim determines the gesture of appreciation was inappropriate.

## **6. Other Reimbursable & Non-Reimbursable Travel Expenses**

**6.1. Arranging Travel Card Payment and Advances Related to Section 7**– Detailed procedures related to the payment of travel claims and advances can be found on the Finance website at [www.finance.ubc.ca](http://www.finance.ubc.ca) in the Finance Policies section.

### **6.2. Other Reimbursable Travel Expenses**

6.2.1. Examples of reimbursable expenses include:

6.2.1.1. Voice and data communications charges to stay in touch with University responsibilities and to allow the traveller to stay in reasonable contact with their immediate family;

- 6.2.1.2. Expenses for baggage handling and storage;
- 6.2.1.3. The cost of necessary clerical services;
- 6.2.1.4. Necessary business laundry and valet expenses;
- 6.2.1.5. Reasonable gratuities;
- 6.2.1.6. Overnight dependent care expenses when unpaid alternatives are not available (supported by receipts and social insurance numbers);
- 6.2.1.7. Expenses for obtaining visas and travel papers;
- 6.2.1.8. Accommodation for extra night(s) and meals if by staying over a Saturday night there is a net savings in total expenses;
- 6.2.1.9. Exchange rate expenses, claimed by submission of a photocopy of the charge card statement listing rates charged by reimbursable item or of a receipt for foreign currency purchased in a bank or equivalent institution.

#### 6.2.2. Expenses That Are Not Reimbursable

- 6.2.2.1. Interest charges on outstanding charge card balances (including interest charged on a UBC Travel and Entertainment Card) whether or not such interest is calculated on reimbursable expenses;
- 6.2.2.2. Loss or damage to personal possessions;
- 6.2.2.3. Parking and traffic fines;
- 6.2.2.4. Personal expenses including kennel fees, travel, accident and life insurance costs, movies, mini-bar charges;
- 6.2.2.5. Expenses of family members unless pre-authorized as University business;
- 6.2.2.6. Expenses for failure to cancel transportation or hotel reservations;
- 6.2.2.7. Passport expenses;
- 6.2.2.8. Excess personal baggage.

### 6.3. Combining University Travel With Personal Travel

- 6.3.1. Travellers may combine University travel and personal travel with the approval of their administrative head of unit. Prior to travellers scheduling indirect routes (interrupting business portions of a trip for personal travel or vice versa), the administrative head and the traveller 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.

## 7. Methods of Payment

### 7.1. UBC Travel and Entertainment Card

- 7.1.1. Faculty or staff may apply, upon approval of their administrative head of unit, to the Department of Supply Management for a UBC Travel and Entertainment card. UBC Travel and Entertainment cards are for the cardholder's travel and entertainment expenses incurred for University business. The cards are accepted as a method of payment by most airlines, car rental companies, restaurants and hotel chains. They reduce the need to use personal funds pending reimbursement. Cardholders are responsible for ensuring that payment is made to the travel card company as set out in section 7.2.1.

### 7.2. UBC Travel and Entertainment Card Payment

- 7.2.1. Eligible expenses incurred on the UBC Travel and Entertainment Card can be paid directly by the University to the travel card company, through a Travel Settlement Claim form, supported by original documentation and approvals as required by this Policy. Cardholders can also elect to receive the reimbursement and pay the travel card company themselves. Without limiting the

generality of the foregoing, all expenses must meet the criteria set out in section 1.2 of the Policy and must be approved in writing by each traveller's direct supervisor and by a signing authority of any project/grant being charged with the expense. Ineligible expenses and any charges associated with the ineligible expenses must be paid by the cardholder and should not be processed through University accounts.

### **7.3. Personal Credit Cards**

7.3.1. A traveller's personal credit card may be used to pay for travel expenses. However the University does not reimburse personal credit card service charges, interest charges, annual fees, or any other charges associated with personal credit cards. These are the sole responsibility of the cardholder.

### **7.4. Travel Advance**

7.4.1. While travellers are encouraged to use UBC Travel and Entertainment cards whenever possible, a travel advance may be obtained by submitting to their Department or to the Department of Financial Services a Travel Advance form, signed by the traveller, by the traveller's direct supervisor and by a signing authority of any project/grant being charged with the expense. Under normal circumstances travel cash advances will not be made more than ten (10) business days prior to the start of the trip.

7.4.2. When the trip is finished, the traveller must complete a Travel Settlement Claim form. The Travel Settlement Claim form requires written approval from one administrative level higher. **It must be completed within thirty (30) days of the end of the trip, and forwarded to the traveller's Department or to the Department of Financial Services for processing.** In the event a Travel Settlement is not received within 60 days of the end of a trip the Department of Financial Services may charge the outstanding travel advance to the Department which approved it. Subsequent travel advances will not be made to a traveller if a previous advance has not been settled.

7.4.3. A travel advance approved by a department head or equivalent may be provided to a University student for a field trip or conference. Under these circumstances, the department head is responsible for settling the advance.

## **8. Insurance**

### **8.1. Summary of Relevant Considerations**

8.1.1. Travellers should ensure that they have adequate insurance before leaving on a trip. Without adequate insurance a traveller or their family could be exposed to significant personal liability or loss.

8.1.2. The information in this section is meant to serve as a general guideline only as there are exceptions which may apply to an individual traveller. Descriptions of insurance policies are for information only and are subject to the terms of the policies themselves. Any specific questions regarding insurance should be directed to the Risk and Insurance Section of the University's Treasury Department. Questions regarding medical or accident benefits should be directed to the Benefits Administration section of the University's Department of Human Resources.

8.1.3. The following is a list of the types of insurance and issues a traveller should consider prior to a trip:

#### **8.1.3.1. Medical Insurance**

8.1.3.1.1. The Province of British Columbia has a Medical Services Plan and the University offers additional extended medical insurance to eligible faculty and staff. **Membership in these plans is not automatic** and it is the responsibility

of the traveller to ensure they have adequate medical coverage for themselves and their families. This is particularly important when travelling outside of Canada.

#### **8.1.3.2. Accident Insurance**

8.1.3.2.1. A traveller's loss of income or disability resulting from injuries sustained while travelling on University business is generally eligible for Workers' Compensation Board benefits. The University also offers life, disability and accidental death or dismemberment insurance plans. Membership in these plans (other than Workers' Compensation) may not be automatic and may be subject to a waiting period for new employees.

#### **8.1.3.3. Vehicle Insurance**

**8.1.3.3.1. Private Vehicles:** The University does not insure private vehicles. If using a private vehicle for business purposes (for example driving to a meeting off campus) the traveller should confirm that he or she has the appropriate class of business insurance from their insurance company.

**8.1.3.3.2. Rental Vehicles:** The University does not maintain automotive vehicle rental insurance. Travellers must ensure that adequate insurance is in place for all drivers either by purchasing a policy from the University's Treasury Department, by renting the vehicle using a credit card with an insurance option, or by purchasing a policy from the rental agency.

#### **8.1.3.4. Property Insurance**

8.1.3.4.1. The University insures the University's property, including property located off campus. The University does not insure the personal property of the traveller.

#### **8.1.3.5. Liability Insurance**

8.1.3.5.1. The University will generally insure travellers against third party liability (other than that resulting from automobile accidents) while the travellers are conducting University business. An example of this coverage would be to provide insurance covering allegations that a traveller negligently injured another person or their property.

#### **8.1.4. Personal Activities**

8.1.4.1. Members should be aware that insurance coverage provided by the University (for example – Liability Insurance) only applies when the traveller is conducting University business. Vacation periods before, during and after University business are not covered. In addition, family members and travelling companions are not covered under University insurance policies unless expressly stated otherwise.

#### **8.1.5. Vehicle Insurance**

##### **8.1.5.1. Private Vehicle Insurance Coverage**

8.1.5.1.1. Maintaining the appropriate insurance coverage on private vehicles used for University business is the responsibility of the traveller. An insurance agent should be consulted if there are any questions. Some travellers may be eligible for partial premium reimbursement regarding the difference between the “to

and from work” rating and the “business” rating. Administrative heads of unit designate who is eligible to receive this reimbursement.

8.1.5.1.2. Travellers must ensure that they have the appropriate license to drive a vehicle while on University business.

#### **8.1.6. Deductibles**

8.1.6.1. The University will reimburse a traveller for their deductible portion of loss (up to \$300.00) if:

8.1.6.1.1. the loss resulted from the use of a vehicle on University business, and

8.1.6.1.2. the loss results from a claim on their comprehensive coverage. Comprehensive coverage generally covers claims for all perils other than those insured by collision coverage (discussed below) examples of losses insured under comprehensive coverage include fire, theft, hail or vandalism.

8.1.6.2. Any costs incurred by a traveller as the result of a claim on their collision coverage are not reimbursable by the University and are the responsibility of the traveller. Note that a collision deductible will only be assessed by an insurer if a traveller is deemed to be at fault for an accident. Collision coverage insures against loss caused by collisions with other vehicles, objects or terrain (i.e. car accidents). Costs not reimbursed by the University include the policy deductible, and costs resulting from the loss of a safe-driver’s discount.

8.1.6.3. Loss of personal effects from a vehicle is not insured by the University.

8.1.6.4. Decisions on appropriate third party liability and collision/comprehensive deductibles for personal vehicles rests with the traveller. The University does not assume the employee’s liability for non-insured damages (for example - excess damages over the traveller’s policy limits), to vehicles or other property, or loss-of-use costs while the owner’s automobile is undergoing repairs.

#### **8.1.7. Rental Vehicle Insurance**

8.1.7.1. Travellers must ensure they have adequate insurance for rental vehicles. If the rental vehicle is to be operated by individuals other than the primary driver, all secondary drivers must be listed with the rental company at the time of the rental.

#### **8.1.8. Third Party Liability**

8.1.8.1. Rental companies provide third-party liability insurance (this insures for claims against the driver by another person) as part of the basic rental rate for the vehicle. Additional excess third party liability coverage is carried by the University for rental vehicles to protect both the driver (while on University business) and the University.

#### **8.1.9. Collision Damage Waiver**

8.1.9.1. Although car rental companies do not provide full collision and comprehensive insurance as part of the basic rental rate, they do offer the renter the option of purchasing the Collision Damage Waiver (CDW) for an additional fee. This insures against physical damage to the rented vehicle. Purchasing from the car rental agency is the most expensive

manner of obtaining this insurance, and travellers are encouraged to investigate the alternate options discussed below.

**8.1.10. CDW Coverage Options**

8.1.10.1. The University may permit or prescribe alternate options for rental vehicle collision and comprehensive insurance coverage, and if so these will be posted consistent with section 9, below.

**8.1.11. Insurance on UBC and Personal Property-Insurance on University and Personal Property**

8.1.11.1. The University maintains insurance on any property owned by the University, whether it is in transit or on campus.

8.1.11.2. The University does not insure the personal property of travellers.

**8.1.12. Accident/Health/Life Insurance-Accident/Health/Life Insurance**

8.1.12.1. It is the responsibility of the traveller to ensure they have adequate insurance for themselves and family members. Medical and accident plans at the University are not mandatory and the traveller should not assume that they are enrolled. Part time employees, contractors, students and recently hired employees are not normally eligible for these plans and should ensure that they have obtained adequate coverage elsewhere.

**8.1.12.2. Accident Insurance – Workers’ Compensation Board**

8.1.12.2.1. University members of faculty and staff who are injured while performing University business away from their normal place of work may be eligible for WCB benefits. Please contact the University Department of Health Safety and Environment at (604) 822-2029 regarding any potential claim.

**8.1.12.3. Accident / Illness Insurance (MSP & EHB)**

8.1.12.3.1. Provided a traveller is enrolled in the Medical Services Plan (MSP) of British Columbia (which is not automatic), the plan will reimburse medically required services at the amount it would cost had the services been performed in British Columbia.

8.1.12.3.2. The University’s Extended Health Benefits (EHB) plan will cover 100% of eligible emergency medical expenses to a maximum of one million dollars (\$1,000,000.00) for member registration on the plan.

**8.1.12.4. Life Insurance (and Accidental Death or Dismemberment Coverage)**

8.1.12.4.1. The University offers basic group life insurance to eligible full-time University faculty and staff members as part of their basic employee benefit plan (contact your Service Representative in the Department of Financial Services for details).

8.1.12.4.2. An additional \$100,000 of Life and Accidental Death and Dismemberment insurance is available to members who are travelling on University business. This insurance is applicable from the time a member leaves his/her place of residence to commence University business away from the normal place of work. Coverage continues until the cessation of travel performed on behalf of the University.

8.1.12.4.3. Accidental death or dismemberment insurance for the public transportation section of the trip (for example – while travelling on an airline) is available to University travellers in the amount of \$500,000.00 when travelling on tickets purchased with the UBC Travel and Entertainment Card.

**9. Setting of Rates, Suppliers and Services**

- 9.1. The Vice-President Administration and Finance shall issue and maintain administrative directives establishing the applicable rates for travel expenses and any mandatory, optional, or prohibited suppliers, services, insurance or expenses, in compliance with Policy and these procedures. All such administrative directives shall be made readily accessible at or through [www.travel.ubc.ca](http://www.travel.ubc.ca).
- 9.2. The Vice-President Administration and Finance shall set the rates below based on the recommendation as follows:

<b>Rate</b>	<b>Recommendation of:</b>
km/mileage rate	Treasury Department
Per diems for meals	UBC Supply Management
Rental Vehicle Insurance, Collision Damage Waiver Coverage Options	Treasury Department - Risk & Insurance