

Supply Management Services
3rd Floor Materials Management Building
Edmonton, Alberta, Canada T6G 2R3

Tel: 780.492.4668
Fax: 780.492.0607
www.sms.ualberta.ca

Date: Friday, January 8, 2016

To: Deans, Directors, Chairs and Administrative Support Staff

From: Phil Webb Director Logistics and Business Services

cc: Phyllis Clark, VP (Finance and Administration), Martin Coutts, AVP (Finance and SMS)

Re: Changes to **Travel Expense Procedure** and **Hospitality, Working Sessions, Meetings and University Employee Functions Procedure** – Effective January 1, 2016.

Over the past sixth months, a review of the two procedures noted above was conducted. The review was conducted to ensure that the procedures: a) are up to date (e.g.: allowance rates); b) are in compliance with any new government directives and CRA regulations; and c) that due regard for economy is appropriately emphasized to ensure that the University can demonstrate that its expenses are necessary and present a reasonable and appropriate use of public resources. We thank the many groups, committees and individuals who provided valuable feedback on the proposed changes over this time period. The following changes have been approved and are effective as of 1 January 2016:

A: [Travel Expense Procedure](#).

- **Due regard for economy**, within reason, must always be practiced. (For example, economical hotels are to be booked but in the case of a conference, it is usually more reasonable, in terms of both safety and in avoiding additional costs such as taxis, to stay at the conference hotel even if it is not the most economical.)
- All claims must be reasonable, appropriately documented and appropriately explained and be able to withstand auditor scrutiny.
- Use of the University Travel Agency (which also includes CAUBO reduced rates) is strongly encouraged to ensure due regard for economy, and that discounts offered for airfare, hotels and rental cars are used whenever possible. Refer to the [U of A travel information site](#) , hosted by SMS, for more details.
- The use of HAP, TAP and the University's Travel Card are strongly encouraged.
- Only the lowest available airfare can be charged and reimbursed by the University. In all cases due regard for economy must be considered.

- Business, executive, or first class fare flights can only be reimbursed with **written pre-approval** and only under the following circumstances:
 - A medical condition necessitates an upgraded travel class or a business reason can be demonstrated.
 - The travel is outside of Canada and the USA (excluding Hawaii).
- Boarding passes are no longer required if other supporting travel documentation is submitted with the claim; i.e. original travel ticket, receipts showing breakdown of itinerary and cost, taxi receipts, hotel receipt and/or confirmation of conference attendance.
- The Maximum Allowance Rate in Canada/USA was increased to \$60 (\$15 Breakfast, \$15 Lunch, \$30 Dinner) in the currency of the Country that the expense originated, (CAD/USD only). *Faculties and units may set lower limits as deemed appropriate.*
- The Maximum Allowance Rate outside of Canada/USA was increased to \$85 (\$20 Breakfast, \$20 Lunch, \$45 Dinner) in Canadian Currency, (CAD). *Faculties and units may set lower limits as deemed appropriate.*
- The use of Allowance Rates is **mandated** except in those instances where the expense is receipted, explained and deemed reasonable, and is approved by the 1-over-1.
- An Incidental Allowance Rate has been adopted at a maximum rate of \$10/day for such items as newspapers, coffee, muffins, phone calls, tipping and other miscellaneous expenses. This is the maximum rate to be claimed and lower amounts should be claimed if this amount has not been reached. (Note: The Incidental Allowance Rate can only be claimed for overnight stays.)
- The Mileage Rate has been increased to \$.50/km in those instances where an individual has used their own vehicle for travel. It is recommended that a personal vehicle only be used for travel up to 800 km (round trip). For distances beyond this the use of a rental vehicle is generally more economical and appropriate.

B. [Hospitality, Working Sessions, Committee Meetings and University Employee Functions Procedure](#)

- Reimbursement for working sessions is limited to workshops, retreats and committee meetings. Two staff meeting over the lunch or dinner hour is not considered a working session and expenses will not be reimbursed.
- Expenses for working sessions should be minimized. On-site venues should be booked when possible except in those instances where an off-site venue is deemed reasonable and appropriate.

These changes are in effect for travel completed after Jan. 1/2016. Any travel completed prior to this must reflect the old rates. The updated procedures will be available online as of 8 January 2016.