

## **U.W.O. Travel Claim Guide**

The following is a condensed guide for completing travel claims. For more specific information, please consult the official University Travel Policy. If you require further assistance, contact your department administrator or call the Travel Expense section of the Finance Department.

### **General:**

- Receipts \* Original receipts are always required (except where noted)
- Documentation \* Improperly documented claims will be returned before processing
- Exceptions \* Claims for items that exceed basic standards (e.g. 1<sup>st</sup> class vs. economy fare) or are otherwise exceptions to the policy (e.g. personal expenses such as flowers) will not be reimbursed unless supported by written explanation approved by the budget unit head
- Advances \* Record any cash advance received for your trip plus any direct prepaid costs (e.g. airline tickets/conference registration paid directly to supplier through a Purchase Order or charged to an account) in Section E of the Travel Expense Report form

### **Transportation:**

- Public Transport \* Only acceptable receipt for air (e-tickets acceptable), rail or bus fares is your ticket stub
- Private Vehicle (Mileage) \* See reverse for mileage allowance rates
- Taxis/Parking \* Receipts required (except for metered or valet parking, tips and tolls)

### **Accommodation:**

- Hotel/Motel \* Original **DETAILED** bill required and personal expenses (e.g. movie rentals) must be deducted
- \* Claim only single rate when double occupancy rate is charged and the 2<sup>nd</sup> occupant is not on official University business
- Private Home \* Provide name and address of host (receipt also needed if host receives gift as compensation for lodging) - see reverse for rate

### **Meals:**

- Meal Allowance \* See reverse for rates. No receipts required. Allowance includes GST and GST rebate is automatically credited to account
- OR
- Actual Meal Costs \* Claims based on actual costs must be supported by detailed bills within Canada (for GST rebate). Credit card receipts are acceptable outside Canada. **OCCASION AND NAME(S) OF GUEST(S) MUST ALWAYS BE IDENTIFIED**
- Hospitality/Business \* Same as for (Actual Meal Costs) above

### **Insurance:**

- Cancellation \* Allowable expense
- Accident \* Automatically included at no charge if AMEX Corporate Card is used to pay for air line ticket, and collision damage waiver on car rentals
- \* **OPTIONAL** accident insurance is **NOT** an allowable expense
- Health \* (i.e. Blue Cross) **NOT** allowable **IF CLAIMANT IS A FULL-TIME UNIVERSITY EMPLOYEE** covered by U.W.O. Extended Health Care Benefit Plan

### **Other:**

- Supplies \* Will **NOT** be reimbursed when obtained from local suppliers. Exceptions (up to \$500)

allowed when claimant is away at a conference, etc.  
Telephone \* Business calls made from residence allowable (copy of bill is sufficient)

## **ALLOWANCES**

### **Mileage Allowances:**

- (1) The mileage reimbursement rates for use of a private vehicle while on approved University business are:  
64 cents per mile / 40 cents per kilometer
- (2) Based on the above rates, it is relatively expensive to use a personal car for long distance travel to places like Toronto. Alternative forms of transportation, such as car rental are often more economical and are encouraged whenever possible

Rather than incur mileage costs of about \$140-\$160 for each trip to Toronto, budget units may wish to introduce a flat rate allowance of say \$95, in lieu of actual mileage, whenever a personal car is used.

### **Meal Allowances:**

The maximum allowance for 3 meals is \$45.00 per day in Canada (equivalent of \$45.00 U.S. in all other countries) - no receipts required. Allowances include gratuities and taxes:

Breakfast	\$10.00
Lunch	\$12.00
Supper/Dinner	\$23.00

### **Accommodation Allowance**

The maximum rate for lodging with colleagues, friends or relatives is \$25.00 per night. A RECEIPT IS REQUIRED.