

Notice to University Community

Travel Policy/Procedures, New Accounts and New Rates

Revised Travel Policy/Procedures and New Account Codes

The roll-out of the Integrated Travel and Business Expense Management Tool to the University Community has resulted in:

- 1) the revamping of our **Travel Policy and Procedures** to accommodate the use and benefits of the tool.
- 2) the creation of **new Accounting Codes** to account for travel and business expenses in the tool.

The revised Travel Policy and Procedures can be found at:

http://umanitoba.ca/admin/governance/governing_documents/financial/390.html

The travel procedure highlights:

- a) guidelines for booking air and other public transportation travel;
- b) business and travel expenses which are eligible for reimbursement;
- c) appropriate supporting documentation requirements;
- d) guidelines for claiming reimbursement of eligible business and travel expenses;
- e) responsibilities of the claimant and the approver of a travel and business expense claim; and
- F) rates of reimbursement for mileage incurred and per diem expenses

The **NEW Accounting Codes** applicable for use in the Integrated Travel and Business Expense Management Tool can be found at:

http://umanitoba.ca/admin/financial_services/media/Concur_Expense_accounts.pdf

Persons within Faculties/Units that are not at 'Go-Live' stage and are still preparing paper claims are required to continue using the codes they currently use for paper claims.

New Rates

We are pleased to announce that effective 26th October 2011, new mileage rates and per diem rates for business travel within Canada have been approved as follows:

	Old Rates	New Rates
Mileage	0.38/km	0.43/km
Per Diem:		
Breakfast	\$10	\$10
Lunch	\$10	\$15
Dinner	\$20	\$25
Total	\$40	\$50

This therefore means that:

- (a) The maximum allowance for use of personal automobile while on approved University Business for travel done on or after 26th October is \$0.43/km.
- (b) The maximum per diem allowance for meals when travelling on approved University Business within Canada on or after 26th Oct is \$50.

These rates are incorporated in our revamped Travel Procedures, however if you have any questions or concerns please contact the Travel Services Help Desk at 474-7944 or e-mail Travelassistance@umanitoba.ca

The University Community is encouraged to read and familiarize themselves with these documents.