Navigating the New Travel and Business Expense Claims Procedure: What You Need to Know

December 2017
• Why the change?

This policy update is a result of the Travel and Expense Claim Review Project, which was conducted through Change Management by the Travel Review Steering Committee, and is based on important feedback received through the project. It has changed in order to better meet the needs of the University community.
What Has Changed?

• Airfare:
  – Airfare booking methods
  – Allowable airfare types
  – Seat selection and luggage fees

• Meals and Hospitality:
  – Reasonability of per diem expenses
  – Per diem rates
  – Meals with receipts caps
  – Hospitality approval thresholds
  – Food related to research/course delivery

• Other Travel related expenses:
  – Airport parking
  – Mileage rates
  – Long term travel arrangements
  – Caregiver expenses
  – Living expenses during sabbatical

• Claims Administration:
  – Travel Credit Card charge reconciliations
  – Hard copy receipts
AIRFARE
Airfare Booking Methods

Old Procedure:

Use of Concur/CWT is mandated to book airfare.

New Procedure:

2.9
Use of Concur/CWT to book airfare is recommended, but not mandated.

Use your Travel Credit Card to book flights directly on airline websites, with travel agents, or through travel websites.
Allowable Airfare Types

Old Procedure:
All flights must be booked at lowest cost economy fare.

New Procedure:
2.10
Clarification that flights within allowable fare classes should be selected based on traveler preference for route and schedule.

Allowable fare classes for flights are now based on destination.
Distinguishing Airfare Types

All airlines are able to determine their own airfare types for tickets. However, all ticket types can be grouped into three different categories:

1. Economy
2. Flex
3. Premium Economy
Claiming your Airfare Expense

Every flight booked for University-related travel must be included on an expense claim. Usually, this will be in Concur, with the exception of flights for guests that the guests paid out of pocket – those flights will be claimed on the Guest/Student Travel and Business Expense Claim form (the paper claim). Guests that the UofM booked on the traveler’s behalf will still need to be claimed in Concur.

As there are now multiple methods available for you to book your airfare, you’ll find that when you enter an airfare expense for reconciliation, you’ll now need to enter the travel departure and return dates for your flights.
Seat selection and luggage fees

Old Procedure:
Seat selection was not addressed and excess luggage was only claimable for University equipment.

New Procedure:
2.11 Seat selection and luggage fees are allowable expenses.
MEALS AND HOSPITALITY
Per diem rates

- **Old Procedure:**
  
<table>
<thead>
<tr>
<th>Per Diem</th>
<th>B’fast</th>
<th>Lunch</th>
<th>Supper</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Canada</td>
<td>$10</td>
<td>$15</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Foreign</td>
<td>$15</td>
<td>$15</td>
<td>$30</td>
<td>$60</td>
</tr>
</tbody>
</table>

- **New Procedure:**
  
<table>
<thead>
<tr>
<th>Per Diem</th>
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<tbody>
<tr>
<td>Canada</td>
<td>$15</td>
<td>$15</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>USA/Africa</td>
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<td>America/Oceania</td>
<td>$20</td>
<td>$20</td>
<td>$50</td>
<td>$90</td>
</tr>
<tr>
<td>Europe/Caribbean</td>
<td>$25</td>
<td>$25</td>
<td>$60</td>
<td>$110</td>
</tr>
</tbody>
</table>
Meals with Receipts

Old Procedure:

Reimbursement for meals with receipts is capped to per diem amounts, with higher approvals required for actual costs incurred in excess of the per diem allowance.

New Procedure:

2.20
Actual costs for meals incurred are reimbursable when supported by detailed receipts and one-over-one approval.
Hospitality Approval Thresholds

Old Procedure:
All hospitality must be approved by the Dean level or higher, with amounts of $40/person or more needing approval from a Vice President.

New Procedure:
2.21 Hospitality may be approved by a claimant’s one-over-one, with Dean level approval or higher required for expenses of $40/person or over.
Food Related to Research Delivery

Old Procedure:
Any food or beverage purchased for a reason other than one individual traveling must be accounted for as Hospitality in Concur.

New Procedure:
2.22 Food expenses related to course delivery or integral to a research project may be accounted for as Supplies in Concur.
OTHER TRAVEL-RELATED EXPENSES
**Airport Parking**

**Old Procedure:**

For airport parking, the lesser cost of taxi or parking was reimbursable.

**New Procedure:**

2.45

Airport parking expenses are allowable.
Mileage Rates

Old Procedure: The University of Manitoba mileage rate is $0.43/km.

New Procedure: 2.15
The University of Manitoba mileage rate is $0.46/km.
Long Term Travel Arrangements

**Old Procedure:**

Long-term travel arrangements are treated the same as short-term travel, regardless of the circumstances.

**New Procedure:**

2.20
Travel in excess of 30 days require Dean-level approval or higher to use the per diem for reimbursement of meal expenses during travel. Please discuss long-term travel arrangements with your unit beforehand.
## Caregiver Expenses

<table>
<thead>
<tr>
<th>Old Procedure:</th>
<th>New Procedure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caregiver expenses were not addressed.</td>
<td>2.49</td>
</tr>
<tr>
<td></td>
<td>Caregiver expenses are allowable</td>
</tr>
<tr>
<td></td>
<td>based on reasonability as determined</td>
</tr>
<tr>
<td></td>
<td>by the department.</td>
</tr>
</tbody>
</table>
Living Expenses During Sabbatical

Old Procedure:
Living expenses during sabbatical were not addressed.

New Procedure:
2.90
Living expenses during sabbatical are not reimbursable.
CLAIMS ADMINISTRATION
Itemization VS Allocation

Remember to itemize your expenses, don’t allocate or create multiple expenses with the same receipt.

It’s important to itemize to ensure that expenses are properly split via their FOAPs or account codes. Some examples of when to itemize:
- A receipt is being paid by multiple FOAPs
- There is alcohol on a meal receipt, which needs to be separated out
- Your hotel folio has expenses other than the nightly rate or taxes
- A portion of the expense is being covered personally

When you itemize, the system gives you comment fields to add necessary context as to why an expense is being split. It will also show on the detailed report. Itemizing allows you to change transaction dates, such as for dates meals were purchased on a hotel folio.
Travel Credit Card Charge Reconciliation

**Old Procedure:**
Travel Credit Card charges must be reconciled as soon as is practical by the cardholder.

**New Procedure:**
2.51 – Travel Credit Card charges must be reconciled by the cardholder, fully approved, and paid to the credit card company within 60 days of the transaction date.
Hard Copy Receipts

**Old Procedure:**
Send hard copy receipts to Travel Services.

**New Procedure:**
2.61 & 2.64
Don’t send hard copy receipts to Travel Services. Upload them to Concur *(they must be legible)*, and destroy them once you have been reimbursed for your claim.

Remember detailed receipts are required, not just VISA slips.
Unit Restrictions

Faculties and departments have the ability to impose stricter restrictions than the Travel and Business Expense Claims Procedure where they deem necessary.

Please check with your area to ensure you are aware of the practices and requirements within your unit before incurring expenses.
Questions?
Please contact Travel Services at (204)480-1001 ext. 1
or travinfo@umanitoba.ca