

## UNIVERSITY OF MANITOBA PROCEDURE

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|---------------------------------------|---|
| <b>Procedure:</b>                     | <b>TRAVEL AND BUSINESS EXPENSE CLAIMS</b> |
| <b>Parent Policy:</b>                 | Travel and Business Expense Claims        |
| <b>Effective Date:</b>                | October 26, 2011                          |
| <b>Revised Date:</b>                  | December 13, 2017                         |
| <b>Review Date:</b>                   | December 13, 2027                         |
| <b>Approving Body:</b>                | President                                 |
| <b>Authority:</b>                     | Travel and Business Expense Claims Policy |
| <b>Responsible Executive Officer:</b> | President                                 |
| <b>Delegate: (If applicable)</b>      | Vice-President (Administration)           |
| <b>Contact:</b>                       | Comptroller                               |
| <b>Application:</b>                   | All University Employees and Students     |

### Part I Reason for Procedure

- 1.1 To set out procedures secondary to the Travel and Business Expense Claims Policy in connection with identifying:
- a) Procedures for booking air and other public transportation travel;
  - b) Business and travel expenses which are eligible for reimbursement;
  - c) Appropriate supporting documentation requirements;
  - d) Procedures for claiming reimbursement of eligible business and travel expenses;
  - e) Responsibilities of the Claimant and the Approver of a Claim; and
  - f) Identifying rates of reimbursement for mileage incurred and per diem expenses.

## **Part II Procedural Content**

### **Introduction and Application**

- 2.1 This Procedure applies to all University travel and business expenses, regardless of the ultimate source of funding, unless specifically indicated otherwise by the external sponsor contract or policy guidelines. Where the funding source is externally restricted (for example, by a donor or a research sponsor), any specific conditions that are more restrictive than those stated in this Procedure are applicable.
- 2.2 All employees and students who may incur University travel or business expenses shall be provided with a copy of this Procedure, or the address of the governance website at [www.umanitoba.ca/governance/](http://www.umanitoba.ca/governance/).
- 2.3 Any exception to this Procedure must be pre-approved by the Vice-President with supervisory authority. In the case of exceptions for the Vice-Presidents, those must be pre-approved by the President. In the case of exceptions for the President, those must be pre-approved by the Chair of the Board of Governors. All exceptions must be made in writing and either attached to the Claim form or provided to Travel Services in advance.
- 2.4 The relevant Vice-President, Dean, or administrative unit head may apply more restrictive constraints over the nature and amount of business and/or travel expenditures, but not including per diem or mileage rates for employees. While per diem or mileage rates cannot be modified, constraints may include, for example, limiting expenses to actual meal/food costs or actual vehicle operating costs that are below the equivalent rate amount.
- 2.5 It is the responsibility of the Claimant to obtain pre-approval from their one-over-one Approver prior to incurring expenses, except in the case of Principal Investigators incurring expenses against research FOPs under their signing authority. In cases where a different approval is required, for example in 2.21(c), prior approvals must be obtained regardless of the funding source. Blanket pre-approvals are acceptable but require a start and end date.
- 2.6 Each Claim must contain justification for expenses incurred. Claims must be fully supported with supporting documents (receipts, itineraries, etc) and without reference to other material or information not attached to the Claim. For review and audit purposes, claims must include explicit explanations of the reason for incurring the expenses as it relates to University business.
- 2.7 Additional information on business, travel and travel-related issues can be obtained from the Financial Services website.

## **Definitions**

2.8 The following terms are defined for the purpose of this Procedure:

- (a) “Approver” means the individual responsible for approving a Claim, who is an organizational level above that of the Claimant and will normally be the person to whom the Claimant reports.
- (b) “Claim” means a travel and business expense claim.
- (c) “Claimant” means a University employee or student making a Claim pursuant to the Travel and Business Expense Claims Policy and Procedure.
- (d) “FOP” means the University Fund Organization Program (accounting code).
- (e) “One-over-one” means a person who is at an organizational level above that of the Claimant and will normally be the person to whom the Claimant reports.
- (f) “Principal Investigator” means the individual or individuals, including co-investigator(s) who is/are primarily responsible for carrying out the research and research-related activities.
- (g) “Research Agreement” means, for the purpose of this procedure, an agreement or grant between the University and the sponsor to perform research and research related activities.
- (h) “Travel Credit Card” means the travel credit card issued by the University.

## **Air Travel**

2.9 Air travel arrangements may be made using one of the following alternatives:

- (a) Concur is the recommended booking method for domestic, trans-border (Canada-USA), and direct international flights.
- (b) Carlson Wagonlit Travel is the recommended booking method for flights which are complex in nature (for example, group flights, multi-city destinations, and most international flights). A transaction fee applies, and any University negotiated discounts will automatically be applied by the travel agent.
- (c) Direct airfare bookings can be made when traveling to remote areas within a foreign country not available through Concur or Carlson Wagonlit Travel. The University issued Travel Credit Card may be used in these cases.

- (d) Direct booking on airline websites, through other travel agencies, or through other travel websites may be made using the University issued Travel Credit Card. Claimants may submit a Claim for this airfare in advance of travel in order to avoid incurring late fees on the Travel Credit Card.
- 2.10 All airfare selected must be lowest cost fare available for the route and schedule convenient to the circumstances. Claimants and Approvers are responsible for financial stewardship. Subject to external sponsor restrictions and funding availability, airfare class limits are:
- (a) Within Canada and the United States of America, airfare selected must be lowest cost fare type available, not to exceed economy class.
  - (b) Outside Canada and the United States of America, airfare selected may be the lowest cost flex fare type.
  - (c) Recognizing the time required to reach certain destinations, airfare selected may be the lowest cost premium economy fare type when the end destination is beyond Canada, the United States of America, Mexico, Central America, the Caribbean, the northern South American countries of Columbia, Venezuela, Guyana, Surinam and French Guiana, and the western European countries of Andorra, Austria, Belgium, Denmark, France, Germany, Gibraltar, Greenland, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, and United Kingdom.
  - (d) Business class or equivalent may only be purchased if pre-approved in writing by an Approver at the level of Dean, Vice-Provost, Associate Vice-President, or higher. Such exceptional approval would be in the case of documented medical need, or on the basis of a specific business case, for example immediate work-related obligations on arrival.
  - (e) Flights of a higher cost airfare type than is allowable in (a) to (c) above can be purchased if the costs in excess are paid personally by the claimant. Contact Travel Services at (204) 480-1001 extension 1 in advance of the travel booking to obtain the procedure for Personal Payments for Flight Upgrades or Additions.
- 2.11 Additional fees for seat selection and luggage are reimbursable. Flight cancellation insurance, while optional, is also reimbursable.
- 2.12 Enrolment fees, service charges, and related costs of air travel plans and similar affinity programs will not be reimbursed.
- 2.13 Airfare acquired using personal travel Airmiles, any other points program, or travel vouchers is not reimbursable. Taxes and other out of pocket expenses related to these fares are reimbursable.

## **Other Transportation**

### 2.14 Rail Transportation:

- (a) Club car accommodations are acceptable for day trips.
- (b) If overnight travel is necessary, roomette class accommodations may be used.

### 2.15 Private Automobile:

- (a) The allowance for use of personal automobile while on approved University business is \$0.46 per kilometer.
- (b) Use of private automobiles should be limited to those trips where no suitable public transportation is available or where a private automobile is more economical considering all costs.

For long distance trips when a private automobile is used strictly for personal convenience, only actual costs (for example, kilometers driven, hotels, meals, etc.) for the time spent traveling will be reimbursed up to but not exceeding the costs of equivalent public transportation such as lowest cost airfare and transportation costs to and from the airports. All instances of the use of private automobiles must include a lowest cost airfare quote from Concur prior to departure attached to the Claimant's Claim.

- (c) Only incremental kilometers driven above the distance from residence to normal work location may be claimed.
- (d) Transportation to a Claimant's normal work location may not be claimed, except where the Claimant has been called back to work outside of their normal work schedule and requires an additional trip.
- (e) Each trip must be reported on a separate line in the Claim.

### 2.16 Car Rental, Taxi and Shuttle:

- (a) Claimants are encouraged to use Concur to take advantage of special car rental rates. Any booking method may be used.
- (b) Taxis and shuttles related to University business are an allowable expense.

## **Accommodation**

- 2.17 It is recommended that hotel accommodations be arranged through Concur in order to obtain the most economical rate and take advantage of the University's preferred suppliers. Any booking method may be used.

- 2.18 Reimbursement for accommodation will be limited to reasonable amounts in the particular circumstance. The University will not reimburse for any additional cost of accommodations for a traveling companion such as spouses, children and friends.
- 2.19 Private accommodation with friends or relatives is allowable. Reimbursement for a token of appreciation may be claimed based on receipts, up to a maximum of \$50 per night. This would not be allowable if the Claimant has any ownership or rental interest in the premises.

### **Meals while traveling**

- 2.20 Per diem rates are considered reasonable in most circumstances. Per diem rates can be claimed without receipts. Reasonable expenses for meals while traveling on University business may be reimbursed by claiming actual costs incurred at the discretion of the One-over-one Approver.
- (a) Actual costs (meals with receipts): Claims for each meal (food and beverage) must be listed separately on the Claim including taxes and gratuity and supported by detailed receipts.
- (b) Per diem allowance (meals without receipts): Where this allowance is claimed, no additional amount may be claimed for the same meals (i.e. actual costs). The per diem allowance must be adjusted when meals are included in transportation charges, conference registration fees, in the event of a partial day's travel, etc. For continuous travel in excess of 30 days, use of per diems requires pre-approval in writing from the Approver. The per diem rates are in Canadian dollars. See chart below for per diem rates and see section 2.88 for a country listing for each region.

| Total Per Diem                          | Breakfast | Lunch | Supper |
|---|-----------|-------|--------|
| Canada \$60                             | \$15      | \$15  | \$30   |
| USA/Africa \$80                         | \$20      | \$20  | \$40   |
| Asia/ Latin<br>America/<br>Oceania \$90 | \$20      | \$20  | \$50   |
| Europe/<br>Caribbean<br>\$110           | \$25      | \$25  | \$60   |

## **Hospitality/staff events/other food**

### 2.21 Hospitality/staff events

- (a) Hospitality/staff events (with receipts): Meals, food and beverages (including alcoholic beverages) other than for an individual traveling on University business may be reimbursed when:
  - (i) directly related to a University business purpose;
  - (ii) approved by the One-over-one Approver;
  - (iii) costs are reasonable in the circumstances; and
  - (iv) only includes those participants directly relevant to the circumstance (list of attendees must be included in the Claim).
- (b) Reimbursement must be coded under account hierarchy 70676, except for alcohol which must be coded separately to account 706760.
- (c) Reimbursement of hospitality/staff events exceeding \$40 per person requires approval at the level of Dean, Associate Vice-President, Vice-Provost, Vice-President, or President.
- (d) Reimbursement of hospitality/staff events up to \$40 per person can be approved solely by the one-over-one Approver.

2.22 Other food – food expenses related to delivery of an educational course or consumption integral to a research project would be treated as supplies rather than meals while traveling or hospitality.

## **Insurance**

2.23 Current information on travel accident insurance is available on the Travel Services website.

2.24 Supplementary health insurance provided by the University for full-time employees is considered to be adequate and as a result, no other form of travel health insurance will be reimbursed for travel, unless required to address a specific health condition.

2.25 Travel health insurance may be necessary when part-time employees or students are traveling outside Manitoba on University business, and in this situation, the expense is allowable. If in doubt about the adequacy of coverage, contact the Staff Benefits Office for further information prior to incurring the expense.

2.26 Flight cancellation insurance, while optional, is an allowable expense.

2.27 For car rentals:

- (a) The Travel Credit Card provides coverage to the cardholder at no charge for losses due to collision, fire, theft, vandalism or tire/glass damage (Collision Damage Waiver (CDW), Loss Damage Waiver (LDW), Personal Accident Insurance (PAI), etc.) for regular passenger cars and vans used on paved roads, provided that:
  - (i) the Card is used to pay for the rental charges in full (for example, all deposits, taxes, etc.);
  - (ii) the rental period does not exceed 48 consecutive days; and
  - (iii) the cardholder is the listed renter and primary driver.
- (b) To invoke the coverage on the Travel Credit Card, the Card must be presented and the collision damage waiver must be declined at the time of rental. It is recommended that individuals apply for the Travel Credit Card so that it may be used to avoid these additional charges.
- (c) Coverage is not provided by the Travel Credit Card in circumstances such as rental of cargo vans, 8+ passenger vans, busses, or off-road vehicles. For clarification on the extent of the coverage provided by the Travel Credit Card, please call Travel Services at (204)480-1001 extension 1 or refer to the Travel Services website.
- (d) Claimants booking without the Travel Credit Card must obtain car rental insurance.

2.28 Insurance on personally owned vehicles is the responsibility of the Claimant and is not an allowable expense. If a private automobile or personally owned vehicle other than an automobile (for example, boat, private plane, snowmobile) is used for approved University business, the Claimant must ensure that personal insurance is adequate. A minimum of \$1 million third party liability insurance is recommended.

**Other Travel Costs**

2.29 Other travel costs, such as telephone and other incidentals may be claimed within reasonable limitations and must be supported by receipts. The Claim must indicate the specific nature of the business expense (for example, with respect to laundry expenses, the reason for claiming expenses since laundry expenses would normally be considered of a personal nature).

2.30 The University will not reimburse for the costs of obtaining a passport.



- 2.31 The University will reimburse for the costs of obtaining special visas which are required to enter a particular country to enable the Claimant to conduct University business. The Claim for such expenses must be supported by receipts and indicate the specific nature of the business expense.
- 2.32 Employment visas or any other documentation for incoming visiting professors or new staff which are required to allow the individual to work in Canada are considered personal expenses and will not be reimbursed by the University except with prior written approval in accordance with the Recruitment Relocation Allowances Policy.
- 2.33 Claimants traveling to developing countries on University business may require special vaccinations not covered by Manitoba Health or the University's supplementary health insurance plans. Expenses of this nature are reimbursable, but must be supported by receipts.
- 2.34 Movie rentals and mini-bar beverage and snack charges will not be reimbursed by the University.

### **Conference Activities**

- 2.35 Conferences may have special activities and events for registrants. Conference activities that include all participants, and as such are an integral part of the conference, are normally allowable as a University business expense.
- 2.36 Conference activities such as golf or other leisure events connected to the conference are considered to be personal expenses and will not be reimbursed by the University.
- 2.37 Expenses relating to special activities and events for guests or partners will not be reimbursed by the University.
- 2.38 If the University has paid for non-reimbursable activities and events when paying the conference registration fees, the Claimant should indicate the non-reimbursable activities on the documentation, submit a personal payment appropriate for the procurement method used, and attach proof of payment as documentation to the requisition or Concur claim for the non-reimbursable expenses.
- 2.39 Any questions as to the appropriateness of conference expenses or how to make arrangements for the repayment of personal expenses should be directed to Travel Services.

### **Gifts**

- 2.40 The purchase of gifts for University employees or their family is not an allowable expense and will not be reimbursed by the University.

## **Memberships**

2.41 Personal memberships in clubs are not allowable expenses and will not be reimbursed by the University.

## **Special Events, Receptions, Graduations, Etc.**

2.42 The rental of special clothing (for example, academic gown or tuxedo) required for University business (such as special events, receptions, graduation celebrations, etc.) is an allowable expense.

2.43 The purchase of an academic gown by a faculty member may be reimbursed against the travel funds and expenses provided to the faculty member in accordance with the collective bargaining agreement.

## **Parking**

2.44 Parking expenses related to off-campus University business are allowable expenses and must be supported by receipts.

2.45 Reasonable airport parking charges while traveling on University business are allowable.

## **Traffic Fines**

2.46 Parking and other traffic fines are not allowable expenses and will not be reimbursed.

## **Moving Expenses**

2.47 New University employees may be eligible for reimbursement of some or all of moving expenses incurred, pursuant to their employment contract. Please refer to the Recruitment Relocation Allowances Policy for further details.

## **Political Party Donations**

2.48 Donations to political parties or political candidates and expenses related to the ticket purchase or attendance at a political fundraising function are not allowable business expenses and may not be charged directly against any FOP, nor will they be reimbursed to the individual incurring the expense.

## **Caregivers**

2.49 Claimants requiring an accompanying caregiver while traveling on University business may be allowable depending on the circumstances. Pre-approval by the One-over-one Approver is required.

## **Travel Credit Card**

- 2.50 Permanent University employees are encouraged to apply for an optional Travel Credit Card that may be used when traveling on University business. The Travel Credit Card has a number of benefits and is currently provided to permanent University employees at no charge.
- 2.51 All transactions on the Travel Credit Card will be loaded into Concur and must be reconciled by the cardholder, fully approved and paid to the credit card company within 60 days of the transaction date by the cardholder. Late charges will be the responsibility of the cardholder.
- 2.52 Business related expenses charged to the Travel Credit Card will be paid by the University when a Claim is processed.
- 2.53 The terms of the credit agreement with the Travel Credit Card agency are binding on the individual cardholder.
- 2.54 While it should be avoided, if the Travel Credit Card has been used for personal expenses, the cardholder is responsible for making timely payment of the account.
- 2.55 The University will not reimburse for interest or service charges relating to late payment of the Travel Credit Card accounts.
- 2.56 Travel Credit Card accounts that become delinquent, are frequently used for personal purposes, or are used contrary to the terms of the credit card MOU may be cancelled by the University.
- 2.57 For more information or applications regarding the Travel Credit Card please contact Travel Services, 410 Administration Building (204) 480-1001 Extension 1.
- 2.58 Accountable advances are only available to employees in situations where no other procurement methods are viable. For example, travel to areas where credit cards are not accepted, situations where faculty or staff are administering student expenses, or when distributing cash payments to research participants. Accountable advances must be requested in advance. Information on accountable advances is available on the Financial Services website.

## **Expense Claim Procedures and Supporting Documentation Requirements: Employees and Students**

- 2.59 Travel and other business expenses for employees will be reimbursed through Concur.
- 2.60 Travel and other business expenses for students will be reimbursed through the Guest / Student Travel & Business Expense Claim form.

- 2.61 Documentation of expenses must be comprehensive and the original detailed receipts or other original documents must be scanned or faxed and attached to the electronic Claim. The electronic Claim, electronic attachments, and electronic approvals constitute the complete and original Claim.
- 2.62 In the case of a lost or missing receipt the Claimant must complete a Missing Receipt Affidavit in order to claim the expense.
- 2.63 All expenses must indicate the business purpose and if applicable, the relationship to the research being conducted.
- 2.64 Claimants must retain their receipts until they have been reimbursed for the related expense. At the point of reimbursement, the Claimant should destroy their receipts.
- 2.65 A separate Claim must be prepared for each Claimant and must detail the purpose of the Claim. The Claim should include all relevant expenses, including but not limited to travel, accommodations, meals, and registrations. Where relevant it should also include the travel itinerary and conference agenda.
- 2.66 Items paid for in advance must be included on the Claim as a non-reimbursable item with supporting documentation attached.
- 2.67 In the case of students traveling on Research Agreements, the relationship of the student to the Research Agreement must be included.
- 2.68 If the Claim is missing any supporting receipts or documentation an affidavit attesting to the validity of the expense must be added to facilitate timely processing of the Claim.
- 2.69 Claims for hospitality or group meals must include a detailed receipt and a list of attendees at the event. Hospitality/staff events must be coded to account 713313, except for alcohol which must be coded separately to account 713314.
- 2.70 When a free or discounted service is provided (for example, air tickets, car rentals, hotel accommodations), the University will only reimburse actual out-of-pocket expenses (for example, the University will not reimburse for air fare paid using Airmiles or Aeroplan points, which the traveler has accumulated) (also refer to section 2.11).
- 2.71 Expenses to be reimbursed to a Claimant by an outside organization or agency will not also be reimbursed by the University. In the event that the Claimant is reimbursed by an outside organization or agency subsequent to being reimbursed by the University, the Claimant must promptly refund the University.
- 2.72 All expenses must be listed on the Claim in the currency that was used for the actual expenses and in the equivalent Canadian dollars. Where possible, the

exchange rate should equal the Claimant's actual cost of obtaining foreign funds. Otherwise, current exchange rates will be applied by Concur.

2.73 In order for the Claim to be processed, the following supporting documentation is required:

- (a) Conference agenda;
- (b) Airfare flight itinerary;
- (c) Other travel (trains, car rental, taxi, etc.): original, detailed, dated receipts;
- (d) Accommodations: detailed hotel folio with payment information indicated;
- (e) Meals: detailed restaurant receipts; and
- (f) Registrations: original receipt from conference hosts.

In all cases, original detailed receipts are the only acceptable support for expenses. Credit card, and debit receipts are not considered adequate on their own unless they have a detailed breakdown of all charges being claimed.

#### **Expense Claims Procedures and Supporting Documentation Requirements: Guests**

2.74 Travel and business expenses for guests can be claimed for reimbursement only by submitting a properly completed and approved Guest / Student Travel and Business Expense Claim form as detailed in 2.73 above.

- (a) Foreign visitors may claim expenses in other currencies. A cheque or draft in the appropriate currency may be requested on the Guest / Student Travel & Business Expense Claim Form or by contacting Travel Services at 204-480-1001 extension 1.

#### **Approvals and Responsibilities**

2.75 The Claimant is responsible for ensuring that Claims for expense are accurate and in accordance with University policy and procedures and /or external sponsor guidelines.

2.76 The Claimant is responsible for timely submission of their expenses. Reports submitted outside the fiscal year in which they occurred may be denied. Expenses submitted more than one year past the receipt date will not be reimbursed.

2.77 The Claimant is responsible for ensuring that all expenses reimbursable to the Claimant by any other party have been deducted on the Claim and that any accountable advances relating to the Claim are deducted. In this regard, the

Claimant is responsible for ensuring that accountable advances received are cleared through the submission of a Claim by the agreed upon due date.

- 2.78 The rule for approval is “one-over-one”. All Claims must be completed by the Claimant and approved by a senior person who is on an organizational level above that of the Claimant and will normally be the person to whom the Claimant reports. This rule also applies to Principal Investigators, where the Principal Investigator is also the Claimant. If clarification on external sponsor guidelines is needed, please contact Research and Special Fund Accounting. Visiting researchers’ expenses are to be approved by the host’s one-over-one.
- 2.79 The Approver is responsible for ensuring that the expenses were incurred for University business purposes, are in accordance with this Procedure, and eligible receipts have been provided to support the Claim.
- 2.80 In the event that neither the Claimant nor their one-over-one Approver are approved signing authorities, the approval of an approved signing authority for the FOP to which the expenses are being charged would then be required.
- 2.81 In the event that the one-over-one Approver personally benefited from the expense (for example, by being at a lunch or reception being claimed for reimbursement), the Claim must also be approved by the one-over-one’s Approver’s direct supervisor.
- 2.82 Claims that do not conform to this Procedure will be returned to the Claimant for adjustment or completion.
- 2.83 All reimbursements of expenses are subject to review and audit. The findings of the audit may result in expense claim adjustment and/or disciplinary action or investigation under the Responsible Conduct of Research Policy.

### **Expense Claim Payments**

- 2.84 The University will directly pay all business related expenses charged to the Travel Credit Card once a Claim has been correctly processed and approved through Concur.
- 2.85 All reimbursements of out of pocket expenditures to University employees will be made by direct deposit to the employee’s bank account in Canadian funds in amounts equivalent to the actual expenses incurred.
- 2.86 Foreign visitors may claim expenses in other currencies. A cheque or draft in the appropriate currency may be requested on the claim form or by contacting Travel Services at (204) 480-1001 extension 1.
- 2.87 In all cases, the general ledger will be charged in equivalent Canadian dollars as determined by Financial Services.

## Per diem zones

2.88 For convenience, per diem regions used in section 2.20 are further defined to include the below noted countries:

Africa:

| <b><i>Africa</i></b>       |                |
|----------------------------|----------------|
| Algeria                    | Madagascar     |
| Angola                     | Malawi         |
| Benin                      | Mali           |
| Botswana                   | Mauritius      |
| Burkina Faso               | Mayotte        |
| Burundi                    | Morocco        |
| Cameroon                   | Mozambique     |
| Cape Verde                 | Namibia        |
| Central African Republic   | Niger          |
| Chad                       | Nigeria        |
| Comoros                    | Reunion        |
| Congo (Democratic Rep. of) | Rwanda         |
| Congo (Peoples Rep. of)    | Senegal        |
| Djibouti                   | Seychelles     |
| Egypt                      | Sierra Leone   |
| Equatorial Guinea          | South Africa   |
| Ethiopia                   | Sudan          |
| Gabon                      | Swaziland      |
| Gambia                     | Tanzania       |
| Ghana                      | Togo           |
| Guinea                     | Tunisia        |
| Ivory Coast                | Uganda         |
| Kenya                      | Western Sahara |
| Lesotho                    | Zambia         |
| Liberia                    | Zanzibar       |
| Libya                      | Zimbabwe       |

Asia, Latin America and Oceania:

| <b>Asia</b> | <b>Latin America</b> | <b>Oceania</b> |
|-------------|----------------------|----------------|
| Afghanistan | Argentina            | Australia      |
| Azerbaijan  | Bolivia              | Cook Islands   |
| Bahrain     | Brazil               | Fiji           |
| Bangladesh  | Chile                | Tahiti         |
| Bhutan      | Colombia             | Guam           |

Brunei Darussalam  
Cambodia  
China  
East Timor  
Georgia  
Hong Kong  
India  
Indonesia  
Iraq  
Israel  
Japan  
Jordan  
Kazakhstan  
Korea  
Kuwait  
Kyrgyz Republic  
Laos  
Macau  
Malaysia  
Maldives  
Mongolia  
Nepal  
Oman  
Pakistan  
Palestine  
Philippines  
Qatar  
Russia  
Saudi Arabia  
Singapore  
Sri Lanka  
Syria  
Taiwan  
Tajikistan  
Thailand  
Turkmenistan  
United Arab Emirates  
Uzbekistan  
Vietnam  
Yemen

Costa Rica  
Cuba  
Dominican Republic  
Ecuador  
El Salvador  
Falkland Islands  
French Guiana  
Galapagos Islands  
Guatemala  
Guyana  
Haiti  
Honduras  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
Suriname  
Uruguay  
Venezuela

Nauru  
New Caledonia  
New Zealand  
Northern Mariana Islands  
Papua New Guinea  
Samoa  
Tonga  
Vanuatu



Europe and Caribbean:

| <b><i>Europe</i></b> | <b><i>Caribbean</i></b>      |
|----------------------|------------------------------|
| Aland Islands        | Anguilla                     |
| Albania              | Antigua & Barbuda            |
| Andorra              | Aruba                        |
| Armenia              | Bahamas                      |
| Austria              | Barbados                     |
| Belarus              | Belize                       |
| Belgium              | Bermuda                      |
| Bosnia-Herzegovina   | Bonaire                      |
| Bulgaria             | Cayman Islands               |
| Croatia              | Curacao                      |
| Cyprus               | Dominica                     |
| Czech Republic       | Grenada                      |
| Denmark              | Guadeloupe                   |
| Estonia              | Jamaica                      |
| Faroe Islands        | Martinique                   |
| Finland              | Montserrat                   |
| France               | Saba                         |
| Germany              | St. Barthelemy               |
| Gibraltar            | St. Eustatius                |
| Greece               | St. Kitts & Nevis            |
| Greenland            | St. Lucia                    |
| Guernsey             | St. Maarten                  |
| Hungary              | St. Martin                   |
| Iceland              | St. Vincent & The Grenadines |
| Ireland, Republic of | Trinidad & Tobago            |
| Isle of Man          | Turks & Caicos               |
| Italy                | Virgin Islands (British)     |
| Jersey               | Cuba                         |
| Kosovo               | Mexico                       |
| Latvia               |                              |
| Liechtenstein        |                              |
| Lithuania            |                              |
| Luxembourg           |                              |
| Macedonia            |                              |
| Madeira              |                              |
| Malta                |                              |
| Moldova              |                              |
| Monaco               |                              |
| Montenegro           |                              |
| Netherlands          |                              |

|                        |
|------------------------|
| Norway                 |
| Poland                 |
| Portugal               |
| Romania                |
| San Marino             |
| Slovak Republic        |
| Slovenia               |
| Spain                  |
| Serbia                 |
| St. Pierre et Miquelon |
| Sweden                 |
| Switzerland            |
| Turkey                 |
| Ukraine                |
| United Kingdom         |
| Vatican City           |

### **Distances for selected destinations**

2.89 For convenience, distances for selected destinations are listed below:

| <b>Winnipeg to:</b>          | <b>Round Trip</b> | <b>One Way</b> |
|------------------------------|-------------------|----------------|
| Brandon, MB                  | 394 km            | 197 km         |
| Carman, MB                   | 124 km            | 62 km          |
| Dauphin, MB                  | 608 km            | 304 km         |
| Fargo, ND                    | 712 km            | 356 km         |
| Gimli, MB                    | 216 km            | 108 km         |
| Grand Forks, ND              | 466 km            | 233 km         |
| Kenora, ON                   | 408 km            | 204 km         |
| Portage la Prairie, MB       | 140 km            | 70 km          |
| The Pas                      | 1204 km           | 602 km         |
| Thompson                     | 1476 km           | 738 km         |
| <b>Fort Garry Campus to:</b> | <b>Round Trip</b> | <b>One Way</b> |
| Bannatyne Campus             | 30 km             | 15 km          |
| Glenlea Research Station     | 44 km             | 22 km          |
| St. Boniface Hospital        | 22 km             | 11 km          |
| Winnipeg Education Centre    | 22 km             | 11 km          |
| Winnipeg Airport             | 36 km             | 18 km          |
| Downtown                     | 24 km             | 12 km          |
| <b>Bannatyne Campus to:</b>  | <b>Round Trip</b> | <b>One Way</b> |
| Fort Garry Campus            | 30 km             | 15 km          |

|                       |       |       |
|-----------------------|-------|-------|
| St. Boniface Hospital | 10 km | 5 km  |
| Seven Oaks Hospital   | 24 km | 12 km |

### **Reimbursable and Non-Reimbursable Expenses**

2.90 For convenience, the following chart indicates whether listed expenses are reimbursable (Yes) or non-reimbursable (No).

| <b>Expense</b>                     | <b>Y/N</b> | <b>Limitations</b>   |
|------------------------------------|------------|--|
| Academic gowns and tuxedo rentals  | Yes        | Required for University business   |
| Air Miles                          | No         | Not reimbursable for airfare paid using air miles which the traveler has accumulated                                     |
| Alcoholic Beverages                | Yes        | Allowable as part of a hospitality claim. Must be coded separately to account 706760. Only allowable on operating funds. |
| Baggage Excess                     | Yes        |  |
| Conference Activities              | No         | Extra-curricular and activities for guests or partners are not reimbursable.   |
| Conference Registration Fees       | Yes        | Provide proof of payment (deduct personal expenses)  |
| Donations                          | No         | N/A  |
| Employment visas for visitors      | No         | Considered personal expenses   |
| Gas for commercial rental vehicles | Yes        | Provided the vehicle rental is approved.   |
| Gifts                              | No         | Purchase of gifts for staff or their families will not be reimbursed   |
| Gifts                              | Yes        | For visitors in lieu of honorarium   |
| Gratuities                         | Yes        | Included in the meal rate (also within reason)   |
| Hotel "No Show" Charges            | No         | Except in emergency situations as determined by approving authority  |
| Inoculations/Vaccinations          | Yes        | If required for international travel only  |
| Insurance - Flight Cancellation    | Yes        |  |
| Insurance - Health                 | No         | For full time staff only. Supplementary health insurance provided by the University                                      |
| Insurance - Health                 | Yes        | Part time and non-employees (contact Staff Benefits)   |
| Insurance - Rental Vehicle*        | Yes        | Staff are encouraged to use the Travel Credit Card and waive the insurance from the rental company.                      |

|  |     |  |
|--|-----|--|
| Living Expenses during Sabbatical            | No  | Personal expense   |
| Memberships Fees                             | No  | Personal memberships in clubs not reimbursable   |
| Mileage claim                                | Yes | Will not exceed the equivalent to the lowest cost of airfare (if extenuating circumstances, provide explanation) |
| Mini-bar charges                             | No  | In room mini-bar beverages and snacks will not be reimbursed   |
| Movies, in flight/room                       | No  | N/A  |
| Parking Fees                                 | Yes |  |
| Parking/Traffic Fines                        | No  | N/A  |
| Passport                                     | No  | Personal expense   |
| Penalties for airfare change or cancellation | Yes |  |
| Per Diem Allowance                           | Yes |  |
| Service fees                                 | No  | Reimbursement not provided for failure to cancel lodging or transportation reservation                           |
| Taxi fares                                   | Yes | Reasonable; not to exceed cost of vehicle rental   |
| Telephone calls                              | Yes | For University business. Other calls at department discretion.   |
| Travel incidentals                           | Yes | Within reasonable limitations (provide explanation on Travel Claim)  |
| VISAs  | Yes | When required to enter a country to enable a staff member to conduct University business.                        |
|  |     |  |

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Procedure is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Students and all University Employees are responsible for complying with this Procedure.

## **Part IV Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is December 13, 2027.
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
  - (b) the Procedure is no longer legislatively or statutorily compliant;
  - (c) the Procedure is now in conflict with another Governing Document; and/or
  - (d) the Parent Policy is revised or repealed.

## **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

## **Part VI Cross References**

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Travel and Business Expense Policy](#)
  - (b) [Petty Cash Policy and Procedure](#)
  - (c) [Recruitment Relocation Allowances Policy](#)