



University Students' Council of Western University

Travel Procedure

Authority: Senior Manager, People & Development	Effective: June 1, 2022
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1.00 APPLICATION

- 1.01 This policy applies to all USC travel and related expenses from all sources of funding administered by the USC.
- 1.02 When making travel arrangements, items such as cost, time spent travelling, and convenience should be considered in order to produce the most economical use of all resources.
- 1.03 Individuals must obtain the approval of their immediate supervisors prior to engaging in any USC-related travel. Their respective immediate supervisors must ensure that regular duties shall be maintained during the absence of the individuals and that the necessary travel funds shall be provided.
- 1.04 Travel expenses can be reimbursed only by submitting a properly completed and approved cheque requisition to the USC. This cheque requisition must be accompanied by an original voucher(s) and invoice(s) and should be submitted to the USC Finance Department within ten (10) working days following completion of each trip.
- 1.05 Travel expenses placed on a corporate USC credit card will be deemed as approved travel expenses ONLY if included on an expense report accompanied by original voucher(s) and invoice(s). Receipts for travel paid for via corporate credit cards must be submitted within the guidelines of the expense report policy.
- 1.06 Only expenses related to approved USC business shall be reimbursed.
- 1.07 Travel arrangements must be made through the Manager, HR Administration at least 72 hours in advance of travel taking place.

2.00 GENERAL GUIDELINES

- 2.01 Any travel expenses paid for by the USC may not be used by the claimant for income tax purposes or for any claim to another organization.
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- 2.02 All expenses incurred relating to a particular trip must be shown individually on the Expense Report form or cheque requisition. These include transportation costs, hotel bills, car rentals, and other items that have been paid directly by the USC on behalf of the claimant. Original vouchers for each item must be attached.
- 2.03 Claims for air and rail fares must be supported by the passenger's copy of the ticket. Credit card sales slips and/or restaurant bill stubs may be used to support claims for meals. Credit card sales slips may be used to support claims for car rentals. Original paid receipts or vouchers are required for all other expenses being claimed except for mileage claims, parking meters, and gratuities paid in cash. Credit card slips (except for meals and gas for rented cars as noted above), credit card statements, cancelled cheques, and travel agency statements are not acceptable.
- 2.04 All USC employees or directors shall be reimbursed by cheque in Canadian funds in amounts equivalent to the actual expenses incurred. All expenses must be listed on the Expense Report form in the currency that was used for the actual expenditures. The exchange rate should equal the claimant's actual cost of obtaining foreign funds.
- 2.05 Travel itineraries must be completed for all USC related travel. The travel itinerary must be approved by budget unit head or the Senior Manager, People & Development.

3.00 GUIDELINES FOR TRANSPORTATION EXPENSES

- 3.01 Reimbursement of public transportation costs shall not exceed rail fare or economy airfare. For public transportation, the original ticket receipt (third copy of the ticket) must be submitted with the claim.
 - 3.02 Use of personal automobiles should be limited to those trips where no suitable public transportation is available or for which a personal automobile is more economical considering all costs and time availability.
 - 3.03 Where a personal automobile is used strictly for personal convenience and such expenses exceed the cost of such equivalent public transportation, only the cost of such equivalent public transportation shall be reimbursed.
 - 3.04 If a personal automobile is used on approved USC business, the owner must ensure that their personal automobile insurance is adequate. A minimum of \$1,000,000 third-party liability insurance is required.
 - 3.05 The mileage reimbursement rates currently in effect are shown in Appendix A, Section 2. These rates shall be reviewed and adjusted from time to time under the
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administration of the Senior Manager, People & Development.

- 3.06 Where a personal automobile is used and mileage is claimed, only one (1) person may claim the mileage. Passengers traveling in the automobile may not claim mileage or cost of equivalent public transportation.
- 3.07 Flight cancellation insurance is an allowable expense; however, a receipt is required.
- 3.08 In situations in which staff is required to make frequent short off-campus trips, special arrangements may be approved by the Senior Manager, Financial Services. A record of dates and trips must be filed with such claims on a Travel Expense Form.
- 3.09 In some cases, it may be more economical to rent an automobile than to use a personal automobile. Users should consult with the Manager, HR Administration to obtain information for car rentals.
- 3.10 Expenditures for travel insurance shall be reimbursed.
- 3.11 Taxi fares are allowable expenses; however, receipts are required. Taxi charge slips from a taxi company licenses by the city of London may be obtained from the Senior Manager, Financial Services prior to travel. The Senior Manager, Financial Services' signature and account being charged must appear on the slip.
- 3.12 Off-campus parking expenses are allowable expenses. A receipt is required for lot parking but not for metered parking.
- 3.13 Parking and traffic fines are not allowable expenses.

4.00 GUIDELINES FOR ACCOMMODATION AND MEAL EXPENSES

- 4.01 Travelers should consult with the Manager, HR Administration to obtain the most favourable room rates at major hotels.
 - 4.02 Reimbursement for hotels, motels, and other lodging shall be limited to a maximum of \$250.00 (two hundred and fifty dollars) per room plus tax per night plus parking for any overnight stays. If that amount is not considered reasonable, authorization must be obtained from the Senior Manager, People and Development through the Professional Development process.
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- 4.03 Expenses for meals while traveling on USC business shall be reimbursed by a per diem allowance. Receipts shall be required to support the per diem allowance. The per diem rates currently in effect are listed in Appendix A, Section 2. These rates shall be reviewed and adjusted from time to time under the administration of the Senior Manager, People & Development.
- 4.04 Expenses for meals placed on USC corporate credit cards will be considered reasonable up to the maximum per diem allowance. Any charges incurred above and beyond the per diem allowance will be considered personal expenses unless such charges have otherwise been approved by the Senior Manager, People & Development.
- 4.05 Per Diem allowances are only applicable where food is not otherwise provided.
- 4.06 Claims for personal expenses that are not a necessary consequence of travel on behalf of the USC are not allowable.

5.00 TRAVEL EXPENSES

- 5.01 The USC will cover travel expenses from London or alternative place of business to the end business destination as required for business purposes.
- 5.02 The USC will not cover travel expenses incurred from pleasure destinations or destinations of choice. Where a person wishes to travel from a place other than a place of business or travel to a non-business destination, the USC shall only pay the cost of going directly to the place of business. Any additional fees incurred will be considered personal expenses of the person.
- 5.03 Travel itineraries must be submitted for all travel being booked for USC travel. The itinerary must be submitted at least 72 hours in advance of the travel taking place. All travel needs must be booked through the Manager, HR Administration.

6.00 APPROVALS AND RESPONSIBILITIES

- 6.01 The claimant is responsible for ensuring that claims for expenses are in accordance with USC policy.
 - 6.02 All travel itineraries must be signed by the claimant and approved by the Budget Unit Head.
 - 6.03 If the claimant is Budget Unit Head, the individual to whom the claimant reports or another individual on a management level above that of the claimant must approve the
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travel itinerary.

- 6.04 Reimbursement of expenses does not, in itself, constitute ultimate approval and may be subject to subsequent audit adjustment.

APPENDIX A (USC Travel Procedure)

1. The mileage reimbursement rates for use of a personal automobile while on approved USC business is 55 cents per kilometer.
2. The per diem allowance for meals, where the use of a per diem allowance has been approved by the Budget Unit Head or Senior Manager, People & Development, is as follows:

a)	Breakfast	15.00 (CAD)
	Lunch	25.00 (CAD)
	Dinner	40.00 (CAD)
	Total:	80.00 (CAD) (inclusive of taxes)

Key Terms:

1. Business Destination – a destination where USC business is being conducted. Examples could include conference sites, school visits, training sites, etc.
 2. Pleasure Destination – a destination where no USC business is being conducted and the individual has chosen to go for non-business purposes.
 3. Choice Destination – a destination where no USC business is being conducted and the individual has chosen to go.
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