

## SUMMARY OF TRAVEL POLICY

CATEGORY	PERMISSIBLE (Reasonable Expenses)	NON-PERMISSIBLE	COMMENTS
➤ <b>Air Travel/ Rail Travel</b>	<ul style="list-style-type: none"> <li>• <b>Economy</b> class</li> <li>• Pre-approved <b>Business class</b> for continuous journey exceeding nine hours</li> <li>• Out-of-Canada health care is allowable for Claimants who are not regular full time employees of the University</li> </ul>	<ul style="list-style-type: none"> <li>• First Class &amp; Business Class</li> <li>• Penalties for changes/ cancellations due to personal reasons</li> <li>• Tickets purchased with frequent flyer points</li> <li>• Personal travel</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain prior approval for any travel</li> <li>• Confirm with payroll and benefits for out-of-country medical insurance coverage prior to travel bookings</li> <li>• Boarding pass or electronic receipt as proof of travel</li> </ul>
➤ <b>Accommodations</b>	<ul style="list-style-type: none"> <li>• Reimbursement limited to basic University of Government rate for single occupancy, standard room</li> </ul>	<ul style="list-style-type: none"> <li>• “No show” charges – advance cancellation of reservations</li> <li>• Unused hotel reservations</li> <li>• Laundry, dry cleaning</li> <li>• Excess room charges to accommodate partner accompanying the traveler</li> </ul>	<ul style="list-style-type: none"> <li>• For Canada, request for “University Discount Rates” offered to CAUBO - Org ID code:” <b>KING’S ON</b>”</li> <li>• Expenses must be supported by original receipts</li> </ul>
➤ <b>Gratuitous Accommodation</b>	<ul style="list-style-type: none"> <li>• <b>Max. \$30</b>, when traveling on approved University business</li> </ul>	<ul style="list-style-type: none"> <li>• Personal</li> <li>• Leisure</li> <li>• Companions</li> </ul>	<ul style="list-style-type: none"> <li>• Claim must state name and address of individual accommodating your stay</li> </ul>
➤ <b>Travel by Private Vehicle</b>	<ul style="list-style-type: none"> <li>• Available Public transportation or CRA’s rate for travel beyond 5,000km whichever is less</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance coverage on vehicle, repairs, fines &amp; duties</li> <li>• Use of vehicle for convenience or personal reasons</li> </ul>	<ul style="list-style-type: none"> <li>• Use personal vehicle, if it is more economical than rental and the travel is less than 400 kms</li> </ul>
➤ <b>Meal expenses</b>	<ul style="list-style-type: none"> <li>• <b>\$65 CAD within Canada, \$65 USD within USA, \$85 CAD International per day</b> incl. gratuities and taxes</li> <li>• Per Diem allowance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Alcoholic beverages (no exceptions)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Per Diem permitted as of May 2018</li> </ul>
➤ <b>Misc. Travel expenses</b>	<ul style="list-style-type: none"> <li>• Entertainment expenses incurred for University business – reimbursed at a reasonable cost</li> <li>• Rental cars – Negotiated rates with Enterprise Rent-A-Car (luxury and sports vehicles are prohibited) offered to CAUBO members – use Org ID code: “<b>KING’S ON</b>”</li> </ul>	<ul style="list-style-type: none"> <li>• Expenses related to travel companions</li> <li>• Pet care</li> <li>• Personal insurance (already provided by the college benefit package)</li> <li>• Repairs of private/rental vehicles, fines &amp; duties</li> <li>• Toiletry articles</li> <li>• Passports</li> <li>• Personal expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Other items (subject to review)</li> <li>• All expenses that include accompanying companion will be shared equally (no exceptions) and companion portion of expenses will not be reimbursed</li> </ul>

• *The Authorized Approving Budget Unit Head (BUH) or Department Chair (DC) is responsible for ensuring that claims are for legitimate University related activities or relevant research-related activity, are within the conditions of the Policy for Travel and are being charged to an appropriate account*  
*Travel & Conference Expenses must be preapproved by your DC and the Academic Dean prior to incurring any expenses*

## USEFUL TRAVEL LINKS

**1) King's Travel Policy Guide**

Policy for Travel Reimbursement

<http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/accounts-payable/>

**2) Canadian Association of University Business Officers (CAUBO)**

Hotel and Car rental rate listings in Canada

**Kings Code: King's ON** (to be used when booking hotel rooms, anywhere in Canada)

[www.caubo.ca/front](http://www.caubo.ca/front)

**3) Enterprise Car Rental**

Negotiated rates since King's is a member of CAUBO

**Contact Purchasing for link**

**4) Airbnb**

Economical room accommodation

<https://www.airbnb.ca/>

**5) Expedia**

National and International Flight booking

<http://www.expedia.ca/>

**6) Via Rail**

Train/Railway Booking

<http://www.viarail.ca/>

**7) CRA automobile allowance rate (use of Private Vehicle-travel of less than 400 kms)**

Canada Revenue Agency's rate for travel beyond 5,000 km

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbllwnc/rts-eng.html>

**8) Broader Public Sector (BPS) Expense Directive**

Regulations set out by Ministry of Ontario for designated BPS organizations

<http://www.ontario.ca/document/broader-public-sector-expenses-directive>

**9) Public Works and Government Services Canada**

Hotel and Car Rental "Rate Limit" identifier (National and International)

<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/rechercher-search-eng.aspx>

***Please note that the above links serve as a guideline. It allows the Claimant to plan their Travel for the business of the organization in accordance to the policy issued by the University and in compliance with the Broader Public Sector directive.***