



Title:	TRAVEL EXPENSE GUIDELINES
Updated:	April 1, 2007
Audience:	All Faculty of Medicine faculty and staff
Purpose:	To facilitate travel in support of the University’s mission while maintaining controls for accountability.
Contact:	MedFinance

Please ensure that all guidelines under UBC Travel Expense Policy # 83 are adhered for Faculty travel.

“As employees of a public institution which aims to use its resources as effectively as possible, members of faculty and staff must exercise care in incurring travel expenses. It is the responsibility of the traveler to make the most economical travel arrangements possible, consistent with the purposes of the trip.”

In keeping with the guidelines developed by the University:

- a) Air travel should be in economy class. Non-economy class must be pre-approved by the Dean prior to the flight and justification (e.g. letter from physician) for noneconomy class must be provided. If the non-economy flight is being charged to a research or special purpose PG, written confirmation from the funding agency or Research and Trust Accounting must also be providing confirming that the funding agency permits non-economy air travel.
- b) The purpose of all travel must be noted and signature of each traveler must be provided on the travel requisition form. In situations where it is not practical for the traveler to sign (i.e. when the traveler is not an employee or not readily available to sign) the appropriate authorizing signature must be provided. This includes AMEX payments which should also be processed on travel requisitions. If expenses of other faculty or staff (other than the cardholder) are charged to the Amex, the Employee Number must be included in the Alternate Vendor Number of the Travel Requisition form.
- c) Travelers may be reimbursed for the cost of meals either by submitting receipts for actual meal costs or by claiming meal per dia based on those in UBC Policy #83; however, actual meal costs claimed should not be in excess of the per diem rates.
Current per diem rates*, inclusive of tax and gratuities, are posted under the Policy #83 **Directive** link at the following website: <http://universitycounsel.ubc.ca/policies/travel-and-entertainment/>



- d) To ensure the GST rebates are properly calculated and PST is properly tracked please ensure that the attached Sales Tax Summary is followed.
- e) Original detailed receipts must be attached for all purchases. If original receipts are not available a missing receipt memo must be included.
- f) The Travel Detail Form provided by the Dean's office should be used as a tool to assist in calculating and providing detail on expenses incurred during travel. This document should be attached to Travel Requisitions.
- g) Exchange rate expenses can be claimed through submission of a credit card statement listing the cost of purchases in Canadian dollars or through the use of <http://www.oanda.com> currency converter website if a credit card was not used.

To ensure that travel expenses are minimized the following cost saving measures are encouraged:

- Use of the UBC On-Line Travel Service for flight reservations, costing only \$5 per reservation compared to \$35 per agent handled reservation through North South Travel and Vision 2000. See www.travel.ubc.ca/BookOnline.htm for more information.
- Sign up to receive your AMEX bill electronically each month by going to www.americanexpress.ca/myaccount and ensure that a TRAVEL requisition requesting payment of this bill is submitted to the Dean's Office in a timely manner. This will expedite the payment process and reduce the amount of late fees charged to your department.
- Request the government, corporate or Canadian Association of University Business Officers (CAUBO) rate when booking hotels for business purposes.
- Request the government or CAUBO rate when booking rental vehicles through Budget Rent a Car.
- The Park 'n Fly facility at the Vancouver International Airport offers UBC faculty and staff 25% off their regular rates upon presentation of the corporate rate sticker. Please contact Supply Management for corporate rate parking stickers.

*Per diem rates in accordance with *Administrative Directive for Travel and Related Expenses Rates, Suppliers and Services* under the authority of Policy 83 and section 9 of its Procedures by the Vice-President Administration and Finance http://universitycounsel.ubc.ca/files/2013/04/policy83_Directive.pdf