

TRAVEL AND CONFERENCE HANDBOOK

As per the *Travel and Conference Policy* (CFO-3)

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SCOPE

This handbook (the “Handbook”) provides University-wide administrative controls and procedures to ensure the clear interpretation and application of the *Travel and Conference Policy (CFO-3)* (the “Travel Policy”). The guidelines found herein will ensure efficient approval, reporting and reimbursement of travel and conference expenses incurred on behalf of Concordia University (the “University”).

This Handbook applies to the reimbursement of travel related expenses incurred for University purposes on all sources of funding administered by the University including but not limited to, operating, research and restricted funds.

With regards to research, Allowable Expenses, as such expression is defined in the Travel Policy, must be incurred to support research activities and must comply with the Travel Policy *and* as well as with this Handbook unless the granting agency or sponsor’s policy is different, in which case the policy of the granting agency or sponsor will supersede the Travel Policy and related section of this Handbook.

The modalities of this Handbook complete the Travel Policy and are in addition to those set out in the Travel Policy. In case of conflict between the terms of this Handbook and the Travel Policy, the Travel Policy supersedes the Handbook. All capitalized terms have the meaning ascribed to them in the Travel Policy, unless otherwise set out in the Handbook.

Faculties and units may, at their discretion, enforce more rigorous standards than the Travel Policy or [Handbook](#).

Eligibility of Allowable Expenses

In order to be eligible for reimbursement, Allowable Expenses must be:

- Incurred by the Claimant or Traveler
- For a valid University purpose
- Sufficiently explained and documented
- Allowable Expenses claimed from an outside source are ineligible for reimbursement
- Verifiable by Financial Services and auditors
- Evidenced by proof of payment

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For Hospitality (as such term is defined in the Policy on Hospitality, Meetings and Events, CFO-10 (the “Hospitality Policy”)) related expenses incurred during a conference, these may be included on the same Expense Report as the relevant conference provided they clearly reference the Hospitality Policy and comply with all documentation and approval requirements found in the Hospitality Policy and related Handbook.

Expenses charged to research grants

Allowable Expenses charged to research grants **must** comply with the Travel Policy unless the granting agency or sponsor’s policy or contract is different, in which case the policy of the granting agency or sponsor will supersede the Travel Policy.

The University recommends that faculty, principal investigators, staff and students review the relevant granting agency or sponsor policies and guidelines prior to incurring expenses.

If you require any clarification or confirmation if an expense is an Allowable Expense on any research related expenditures, do not hesitate to [contact your financial officer](#) within the Research Funds group of Financial Services.

For research related travel, the section of the Expense Report entitled “Mandatory Information for Research Travel” must be duly completed and must include the following information:

- Purpose of trip and how it relates to the research grant(s) being charged
- Start and end dates of the trip
- Destination(s)
- Affiliation of Claimant to research grant (i.e. principal investigator, research assistant, student, visiting lecturer etc.)
- Itinerary (if any)
- Conference/seminar program or prospectus (if any)

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Screenshot of “Mandatory Information for Research Travel” that has to be filled out on online Expense Report:

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Start date: End date:

Destination: Affiliation to Research grant :

Itinerary attached: Yes NA Program or prospectus attached Yes NA

*Please state if any expenses pertaining to this trip have already been claimed:
 Expense report (expense report #:) Travel Voucher

[Requirements for Research Travel](#)

Revised by
(F/S Use
Only)

Research Travel - Conference/Seminar

If the purpose of travel is to attend a conference/seminar the following must be included with the Expense Report:

- Copy of the conference/seminar program, itinerary or prospectus, which must include at a minimum:
 - name of the event
 - location
 - dates

Research Travel - Non-conference

For research travel, the following must be included with the Expense Report:

- Purpose of the trip (i.e. meeting agenda, schedule of site visits, invitation to speak at another institution, training course outline, etc.)
- Individuals or organizations visited and dates of each visit
- Details of all daily claims for expenditures relating to meetings, visits, training, etc.

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Expense Report

- Submit to Financial Services a complete and approved Expense Report (screenshot of paper form / print out of [online Expense Report](#), see below)
- Specific nature of all expenses must be identified by ensuring a clear description for each expense claim is provided
- Six digit Fund/Organization code and five digit [GL Account code](#) must be provided
- Claimant's name, email address and employee ID# must be included
- Mailing address or banking details for reimbursements to visitors/guests

Failure to include the above information will result in delays in reimbursing the Claimant.

The Claimant is responsible to reimburse the University for any over payment resulting from advances or pre-payment of expenses. This applies even when the Claimant is no longer employed by the University.

The Claimants must use the online Expense Report form as of September 1, 2018. Hand written paper expense reimbursement forms will no longer be accepted for expenses incurred after this date.

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Online Expense Report (Myconcordia.ca)

Concordia University EXPENSE REPORT REIMBURSEMENT FORM Date: 10-Jan-2018

Claimant : Staff XYZ

email : XYZ@Concordia.ca

Address : 1455 De Maisonneuve Blvd. W

Montreal Quebec H3G1M8 Canada

Itinerary (if applicable):

Method of reimbursement: [Information about Wire Transfers](#)

Expense item information:

Date	Description	Fund/Orgn	Account Code (Codes)
<input type="text"/> * <input type="text"/>	<input type="text"/> * <input type="text"/>	<input type="text"/> *	<input type="text"/> *
Other Currency	Exchange Rate	Canadian Currency	
\$ <input type="text"/>	<input type="text"/> <input type="button" value="Calculate"/>	\$ <input type="text"/> *	<input type="button" value="save expense info"/>
<input type="text" value="Select A Currency"/> ▼			<input type="button" value="clear"/>

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Start date: End date:

Destination: Affiliation to Research grant: ▼

Itinerary attached: Yes NA Program or prospectus attached Yes NA

*Please state if any expenses pertaining to this trip have already been claimed:

Expense report (expense report #:) Travel Voucher

[Requirements for Research Travel](#)

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Claimant's Signature:

Approval Name: *

Approval Signature:

Department Name: *

Total:

Less Advances

Less Prepaid Air/Train Fare

Amount due to Claimant

[Summary of Travel Expenses](#) [Travel & Expense Policy](#) [Supporting Document Requirements](#) [Reimbursement Checklist](#)

* indicates mandatory fields

Supporting Documentation

- Reimbursement claims must be supported by original itemized receipts as outlined in the section entitled "Summary of Allowable Expenses" with the exception of mileage and per diem claims.
- Copies of receipts are not acceptable supporting documentation except for online purchases.
- Credit card statements are not acceptable supporting documentation except for recurring monthly subscriptions such as newspaper, magazines and periodicals.
- Boarding passes could be attached to a claim as a good internal practice. Boarding passes are mandatory when the supporting documentation is insufficient to clearly demonstrate the Traveler was in the destination.

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- When meals are submitted pursuant to a clause in any collective agreement, it is important to comply with the relevant clauses when submitting a reimbursement.

Summary of Allowable Expenses

1. The Expense Report must be comprehensive and include all expenses incurred related to the claim. As such:

The Allowable Expenses to be reported must include as applicable, all transportation costs, detailed hotel bills, detailed meal receipts and other items. Original receipts are required for all Allowable Expenses being claimed with the exception of mileage and per diem claims.

Non-comprehensive claims will be returned unless:

- i. It is explicitly stated on the Expense Report form that no other expenses will be submitted for the same trip.
 - ii. Prepayment was already issued for transportation costs paid in advance using the CCC.
2. Expense Reports that are non-compliant with the Travel Policy and the related sections of this Handbook will be returned to the Claimant. Expense Reports which are re-submitted to Accounts Payable that still do not comply with the Travel Policy and the Handbook will be returned to the Approver of the Expense Report.

Missing Receipts

If a receipt is missing a [Missing Receipt Form](#) must be completed and included with the Expense Report.

Supporting documentation for online purchases

Copies of electronic receipts are acceptable only if the following information is provided:

- Vendor name, address, telephone number, email address.
- Vendor's GST/HST and QST identification numbers, if applicable.
- Identification of the Claimant.

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- Detailed description of purchase.
- Amount paid, along with proof of payment.

Approval of Allowable Expenses

The Claimant must sign his or her Expense Report. In the rare occurrence when the Claimant is not available to sign the Expense Report, a written authorization in the form of an e-mail from the Claimant acknowledging responsibility for the Allowable Expenses is acceptable, provided a copy of the Expense Report's cover page is included as an attachment to this email. In rare circumstances where the Claimant is out of town and cannot be reached by email, the person submitting the claim must attach a justification explaining why the Claimant's signature is not available and must obtain the approval for the Expense Report from an individual at the next higher hierarchical level from the Claimant.

A Claimant must be the direct report of the Approver of the Expense Report. In the case of an indirect reporting relationship, the Expense Report must be approved by the Approver that is at a reporting or management level above that of the Claimant and that has also signing authority on the fund being charged.

The authority to approve an Expense Report may be delegated during temporary absences of the Approver. The delegation of signing authority has to be in accordance with the *Policy on Signing Authority and Required Approvals* ([BD-1](#)).

In the situations when a delegate (replacing a member of senior administration) has been appointed by the Approver (the "Delegated Approver"), Financial Services must be advised of the delegation. The Delegated Approver's name must be provided in writing to Financial Services along with a specimen signature, and the period of time for which the signing authority is valid by completing the Temporary Notice of Delegation Form (this form is only for senior administration.)

For non-senior administration delegates, the following applies:

In order to address appropriate external sponsor regulations, for all other delegations in place when research funds are involved, an email or other form of written message (from the regular Approver) must be attached to the Expense Report form by the Claimant.

Any Approver or Delegated Approver is responsible for ensuring that the expenses claimed are for University purposes only.

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The principal investigator's signature must be present on all Expense Reports on which expenses are being charged to research grants and contracts as required by the funding agencies. When the traveler is the principal investigator or a guest researcher, the faculty member in a position of authority over the principal investigator must sign the Expense Report.

For all claims not charged to a research grant, the claim must be signed by the Claimant's supervisor. For visitors/guests, the claim must be signed by the fund manager responsible for the funds used to charge the expenses being claimed.

For claims charged to a research grant, for visitors/ guests, the claim must be signed by the fund manager and must also be counter signed by the department head or dean.

An individual cannot approve his or her own Allowable Expenses. Where the Claimant is the person responsible for the account (i.e. the principal investigator of a research grant, or the department/unit head), the approval must come from the next higher hierarchical level within the University.

In certain circumstances, an email approval may be acceptable by Financial Services. Please contact Accounts Payable for more information.

Deadline to Submit Expense Report Claims

The approved and fully supported Expense Report must be received by the Accounts Payable Unit of Financial Services (GM 730) within 90 days of the return date of the event for which Allowable Expenses are being claimed. See last page of this Handbook for Accounts Payable Contact Information.

Corporate Credit Card

General

The University Corporate Credit Card ("CCC") is a University credit card available to permanent faculty, principal investigators, and staff members to be used for University related Allowable Expenses (*).

For Allowable Expenses which are charged on the CCC, the Deadline to submit an Expense Report Claims to the Accounts Payable department is no later than 90 days following the CCC

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statement date. The Expense Report submitted must be complete, accurate, correctly approved by the Approver and have fund availability.

Expenses of a personal nature should not be charged to the CCC and will not be reimbursed by the University. Cardholders that incur charges deemed personal in nature will be required to reimburse Concordia University by way of a personal cheque.

(*) The CCC is not intended to be used for the purchase of supplies, equipment or miscellaneous goods and services. For the purchase of goods and services, please contact Procurement Services for information on the University's [Web Requisitioning system](#) (WebReq) and [Purchasing Card](#) (Pcard).

When a CCC holder goes on sabbatical or on a leave of absence, it is the responsibility of the cardholder as well as the cardholder's immediate Supervisor to contact the [corporate card Administrator](#) (in Financial Services) who will issue a temporary block, if applicable, on the CCC. Once the card holder returns from sabbatical or leave, it is also the responsibility of the cardholder as well as the cardholder's immediate Supervisor to contact the corporate card Administrator to reinstate the CCC.

If a CCC is lost or stolen the cardholder must immediately contact the card's client support line at the number located behind the card as soon as possible. If a cardholder notices any charges which appear to be fraudulent, the cardholder must report this to the client support line immediately.

Failure to use the CCC card according to the terms and conditions of use will result in the suspension of the credit card by Financial Services.

Each cardholder is responsible to submit a complete, accurate and approved Expense Report to Accounts Payable to cover the statement balance, no later than 90 days following the statement date. When an Expense Report for a CCC is late, then that CCC will be blocked for spending until the cardholder sends the outstanding Expense Report, in the form and with the backup required, to the Accounts Payable department. If travel is required while a CCC is so suspended, the travel expenses will have to be paid personally. In addition, a reactivation fee for the CCC, in the amount of \$ 100 will be charged to the cardholder personally. Reactivation charges relating to the untimely submission of CCC related Expense Reports are the sole responsibility of the cardholder and must be paid in order to reactivate the CCC.

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Requesting a CCC

- Send an approved [Corporate Card Application Form](#) to the corporate card Administrator located in Financial Services at GM 730
- The corporate card application form can also be found on Cspace under [Forms and Guides / Accounts Payable](#).

Payment of Corporate Card

Financial Services will automatically issue payment to the corporate card company on a monthly basis for the full balance of each cardholder's monthly statement. Each cardholder will remain responsible to submit a complete, accurate and approved Expense Report to Accounts Payable to cover the statement balance, **no later than 90 days following the statement date**. Failure to do so will result in the suspension of the corporate card and a reactivation fee of \$100 must be paid personally by the cardholder to the University in order to cancel the card suspension. Non-payment of the reactivation fee for suspended cards will be automatically deducted from the next Expense Report submitted to Accounts Payable by a Claimant that is also a cardholder whose CCC has been suspended.

Claimants who do not provide their Expense Reports after the 90 day deadline will be taxed on the value of the expenses incurred on the CCC. The Claimant will have a taxable benefit component on their T4 slip on the calendar year the expenses were incurred.

It is strongly recommended to Faculty, principal investigators and staff who travel for University purposes to use the CCC for all Allowable Expenses incurred.

Waiver of Liability

3. The agreement between Concordia University and the corporate credit card provider provides that Concordia is jointly and solitarily liable towards the corporate credit card provider, together with the cardholder for all charges incurred by the cardholder **except if**:
 - i. Concordia University has already reimbursed the cardholder for the charges incurred; or
 - ii. The charges incurred by the cardholder are Personal Expenses; or

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- iii. Concordia University invokes the waiver of liability on charges that were paid by the University at the due date, but for which the Claimant failed to provide the appropriate Expense Report within the 90 day period mentioned above.

General Procedures for Travel Expenses

Booking Travel

When booking travel, items such as cost, time spent travelling and convenience must be considered in order to promote the most efficient use of the University's resources.

In the normal course of business, it is strongly recommended to book all modes of travel at least one month in advance when possible to take advantage of lower rates. Earlier bookings typically are less expensive than bookings made closer to the travel date.

When travelling the University will recognize the possibility to plan departure or return dates to allow 1 or 2 days prior to the event start or end date. No more than a total of 2 additional days' worth of travel expenses (prior and after the event) will be reimbursed for travelling.

University Appointed Travel Agencies

In order to avoid travelers being "out of pocket" for major travel expenses, the University encourages the use of its appointed travel agencies for airfare, train fare and hotels and to take advantage of their services and rates. See **APPENDIX 1** for a listing of the University's current official Travel Agencies.

Other Travel Agencies

- Travel can be purchased through other travel agencies for equal or lower amount compared with a University appointed agency
- A quote from a University agency must be provided with the expense claim
- The lower amount between the quote and the amount claimed will be reimbursed

Online

- Travel may be purchased from online travel brokers (e.g. Expedia.ca, Hotels.com)

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- Travel can be booked directly from an airline, rail company, hotel etc. (e.g. aircanada.ca, viarail.com)
- No quotes required from University travel agencies for online purchases of travel

Local Hotels

- Corporate rates are provided with multiple local hotels for visitors/guests of the University
- Local accommodations should be booked with these hotels to take full advantage of services and favorable rates (see **APPENDIX 1**)
- To book hotels for visitors/guests of the University, please refer to the local hotel booking procedure found in **APPENDIX 1**

Reimbursing pre-paid Travel:

If the traveler has booked and paid for airfare, conference/seminar registration, hotels and other travel related expenses in advance of a trip, the following scenarios will apply:

- i. If travel and other related expenses were paid for using a CCC, the reimbursement to the credit card company will be issued when it is due according to the CCC statement due date. An Expense Report for any pre-paid costs must be submitted within the usual 90 day deadline. Please refer to section 23 of the Travel Policy.
- ii. If travel and other related expenses were paid for personally, reimbursement will occur only once the traveler returns from the trip and submits an Expense Report.

Other Considerations

If a Claimant extends a University trip (for personal reasons) beyond the dates related to the University's purpose or chooses to travel prior to the official start of the work-related trip, the following must be provided with the Expense Report:

- A quote from one of the University's appointed travel agencies or from an online provider (such as Expedia.ca) for the transportation cost of the trip for the dates related strictly to the University related event.
- The lower amount will be reimbursed.

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All Expense Reports related to travel claims must be submitted to Financial Services. It is strongly recommended to submit your Expense Reports upon receipt of your CCC statement. The Expense Report must be received by Accounts Payable no later than within **90 days** of the CCC statement date.

Foreign Currencies and Visitors/Guests

Out of country visitors/guests may claim Allowable Expenses in currencies other than the Canadian Dollar ("CAD") for Allowable Expenses incurred in foreign currencies. Reimbursement in the local currency for the total amount claimed may be requested. In all instances, the source of funding will be charged in the CAD equivalent.

When converting foreign currency to CAD for reimbursement, supporting documentation for the exchange rate used must be provided such as exchange rate from online foreign exchange tools including but not limited to. XE.COM, OANDA.COM or exchange rate as per credit card statement. The exchange rate used must be consistent with the date the expense was incurred in the foreign currency.

When the Claimant does not provide appropriate documentation to justify the exchange rate used, Accounts Payable will determine the applicable rate on behalf of the Claimant based on BMO rates on the transaction date. No further adjustments will be made following the settlement of the Expense Report.

Reimbursements to Claimants outside of Canada (visitors/guests) can be issued by electronic transfer in most currencies. A request must be sent to Accounts Payable along with the Expense Report to trigger this payment method. When requesting an electronic transfer in a foreign currency, please ensure the Claimant has provided all necessary banking information. Please see [CURRENCY FORMATTING GUIDE](#) for required banking details by country/currency.

Travel Voucher: Form used for pre-approval of travel

When booking travel through one of the University's appointed travel agencies, a travel voucher form must be completed, approved and sent to the travel clerk in Accounts Payable by email at accountspayable@concordia.ca or through internal mail within 24 hours of booking a trip. This is to ensure that pre-paid travel is approved by the traveler's Approver as required in Sections 32 to 34 of the *Travel and Conference Policy* ([CFO-3](#)). Email approvals of the travel

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voucher are acceptable. Travel Voucher forms can be found on the Financial Services Cspace page under [Forms](#).

Record Keeping

Lost Expense Report incidences seldom occur. It is the Claimant's responsibility to ensure copies are kept, for reimbursement purposes, prior to submission to Accounts Payable, in the rare event that the original Expense Report and supporting documentation are lost. To minimize efforts related to scanning all supporting documentation, it is suggested only receipts which are difficult to duplicate be digitized. The University encourages keeping digital copies instead of paper copies to minimize office space occupied by paper files and to be aligned with overall environmental sustainability efforts.

Accounts Payable will not retrieve Expense Reports which are requested by a unit to support this unit's informational needs.

It is important to mention, Financial Services is the responsible unit to retain all Expense Reports and supporting documentation to comply with internal and external retention policies. Financial Services is responsible to respond to Access to Information requests and internal and/or external audit requests as needed.

Eligible Travel Expenses

Airfare	
Cost	<p>Economy class airfare. When possible, efforts should be made to book airfare in advance to take advantage of savings.</p> <p>For Air Canada and its affiliates, Economy Flex fares can be purchased as long as they are booked with Air Canada's Corporate Rewards Program and include Concordia's discount. For more information on the Corporate Rewards Program, please visit the Financial Services Cspace page.</p> <p>Airfare in any other class greater than economy or Economy Flex (for Air Canada Corporate Rewards) will be allowed when one of the below conditions is met:</p>

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	<p>a) The actual total flying time is greater than 9 hours. For example, a flight with two legs (first 2 hours, and second of 7.5 hours) will be allowed on business class.</p> <p>b) A health condition exists and prior approval is obtained by the immediate Supervisor for the faculty / principal investigator or staff member.</p> <ul style="list-style-type: none"> • When the conditions for flying business class are met, the University will allow for a “seat upgrade” into economy premium or latitude instead of a business class fare. • Business class airfare is allowable for both faculty and staff of the University as well as external guests when the above conditions are met. <p>NOTE: Research grant or sponsor regulations supersede this policy.</p> <p>c) Business class fare can be demonstrated to be more economical than economy class fare for same destination and timeframe (for example if a promotional deal is available.) The Claimant must demonstrate the cost savings and will have to include a quote for the economy fare option.</p>
Supporting Documentation	Copy of e-ticket (which must include passenger’s name, flight information such as date, origin and destination, flight number)
Other	<p>Flight cancellation insurance is an allowable expense. Where additional medical coverage is warranted, such coverage shall be considered an allowable expense. If the source of funding is a research grant, prior approval is required from your Research Funds Financial Officer. No other form of travel insurance is reimbursed.</p> <p>Expenses related to stopovers that are unnecessary for University or research purposes and that are avoidable will not be reimbursed.</p> <p>When circumstances warrant the need to change the original flight date(s) or time, the fees associated with the change will be reimbursed. Financial Services strongly suggests adding an explanation to the Expense Report to minimize delays. It is also advisable to make any flight changes as earlier as possible to keeps costs low.</p>

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	<p>The cost associated for a Seat Selection upon booking will be reimbursed.</p> <p>Excess luggage fees when necessary for the purpose of the trip are Allowable Expenses.</p> <p>It is encouraged to either use a University travel agent or a CCC to book airfare.</p>
Rail Fare	
Reasonable cost	<p>Economy class fare.</p> <p>Business class rail fare is allowable as long as it does not exceed the value of economy airfare for the same destination/period and travel by rail is sensible in the given circumstances.</p> <p>The Claimant must add an economy airfare quote to demonstrate the cost savings except when travelling to and from these cities and the cities within these respective travel corridors:</p> <ul style="list-style-type: none"> • Montreal – Toronto • Montreal - Ottawa • Montreal - Quebec <p>Roomette class rail fare is allowable if overnight travel is necessary.</p>
Supporting Documentation	<p>Copy of e-ticket (which must include passenger’s name, dates of trip, origin and destination)</p> <p>To take advantage of Concordia’s corporate discount with Via Rail, please use Discount Code “810217” when booking on Viarail.ca</p>
Accommodation	
Cost	<p>Standard room rates (accommodation should be convenient and comfortable in the particular circumstances)</p> <p>or</p> <p>Per diem rate as per APPENDIX 2 if staying with family/friend. Per diem accommodation rate paid in CAD.</p>
Supporting Documentation	Original hotel bill (folio) with proof of payment or copy of online receipt.

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	For per diem accommodation, the Expense Report must include the purpose of the trip, location and inclusive dates of the trip.
Other	<p>Where meals are charged to a hotel bill, the original detailed restaurant receipt is required.</p> <p>University faculty/principal investigator/staff/student should inquire with the University's official travel agencies to obtain the most reasonable room rates at major hotels around the world. Travelers should also request prices for government personnel, promotional prices and CAUBO rates for lowest available rates.</p> <p>The University has negotiated corporate rates with major hotels in Montreal. Faculty, principal investigators, staff and students should use these hotels for invited guests and events. See APPENDIX 1 for a list of preferred local hotels, rates and contact information.</p>
Rental Vehicle	
Cost	Rental fees, fuel charges, insurance coverage (if necessary) and kilometers/mileage charged by the rental company.
Supporting Documentation	Rental car company receipt. The University's name <u>must</u> appear on the rental contract. Gas receipt(s).
Other	<p>Rental insurance is not required when renting the below vehicles for University purposes in Canada or the United States.</p> <ul style="list-style-type: none"> • rental cars (light commercial vehicles) • vans (light commercial vehicles) • heavy vehicles • trailers <p>*Concordia University MUST appear on the rental invoice to ensure insurance protection.</p> <p>*In order to decline the rental company's insurance coverage, some rental company's may ask to see a copy of the University's insurance certificate. If so, please complete the form at the following link and Financial Services will send you a copy of the University's insurance certificate.</p> <p>https://cspace.concordia.ca/services/budget-expenses-finance/departments/treasurer/corporate-risk-portfolio/university-insurance-liability-program/vehicle-rental.html</p>

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	<p>For any other type of rental vehicle, insurance must be explicitly purchased from the rental company.</p> <p>For all rentals outside of Canada or the United States, insurance must be explicitly purchased from the rental company.</p> <p>The University insurance plan does not cover the rental of vehicles for personal purposes.</p> <p>Students are NOT covered under the University's vehicle insurance plan and should ALWAYS purchase the most comprehensive insurance offered by the vehicle rental company when renting a vehicle for University related business.</p> <p>At the present time, we do not recommend travelers rely on any credit card insurance program to cover the risks associated with vehicle rentals used for University purposes.</p> <p>Failure to purchase insurance, when required, will result in all risks assumed by the Traveler.</p> <p>See the below link for more information on what to do in the case of an accident: Concordia university insurance and liability program</p> <p>It is strongly recommended to review the University's official vehicle rental company (DISCOUNT Car & Truck Rentals) to assess the lowest corporate rental rates available depending on your requirement to purchase insurance coverage. DISCOUNT Car & Truck Rentals' rates currently include a premium for insurance.</p> <p>You may also consult CAUBO Enterprise webpage.</p>
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Private vehicle	
Cost	<p>Kilometer per diem is reimbursed at two difference rates depending on the number of individuals from Concordia who are travelling together. Increased per diem rates are offered to help promote sustainability as well as keeping overall costs down.</p> <p>See APPENDIX 2 for applicable rates for single drivers and carpooling.</p> <p>Per kilometer reimbursement rates reflect all costs incurred such as fuel, wear and tear, insurance.</p> <p>The per diem claimed for use of a private vehicle should not exceed the cost of equivalent transportation (air/train/bus). Financial Services reserves the right to ensure the travel mode selected is most economical method.</p> <p>If a Concordia traveler receives a car allowance from the University, mileage may not be claimed on the same vehicle for which the allowance is paid.</p>
Supporting Documentation	<p>Google maps (or similar) printout of the most direct route, showing starting point, destination, total distance in kilometers and purpose of trip.</p> <p>When travelling locally, the SGW or Loyola campus address must be the starting point to count kilometers eligible for mileage reimbursement. Distance travelling from home to the event, or from the event back home is not appropriate.</p>

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Other	<p>Traveler must ensure that his/her personal vehicle insurance is adequate. A minimum of \$1,000,000 third party liability insurance is recommended.</p> <p>When using a private vehicle, the Claimant accepts all risks, and any financial, material or other loss due to an accident or any other unforeseen event will not be covered by the University.</p> <p>Per diem kilometer rate is reviewed periodically and subject to change.</p> <p>Use of a private vehicle should be limited to those trips where no other suitable form of transportation is available or where a private vehicle is more efficient, considering all costs, time, availability and itinerary.</p>
Meals	
Cost for Travel and Conferences	Actual cost of meal or per diem meal allowance.
Actual cost of the meal	<p>Original itemized restaurant bill (including name of restaurant, date, items purchased, amount and tip) as well as proof of payment (credit / debit card or cash receipt).</p> <p>In exceptional cases where an itemized bill is unavailable, the Claimant must complete a Missing Receipt Form and include it with the Expense Report to indicate the reasons and certify that the meal items purchased comply with University and/or granting agency policies and guidelines and do not include alcohol charges.</p> <p>For any given trip, either meal receipts or per diem can be claimed, not a combination of both.</p>

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Per-diem meal allowance	<p>When claiming a per diem or meal receipt for a meal that is clearly provided as part of a conference, seminar, or other event's registration fees; justification must be provided by the Claimant. A meal receipt must be presented in this situation.</p> <p>A traveler cannot claim per diem where a meal is included in the transportation cost, accommodation rate or otherwise included in another expense already claimed.</p> <p>When claiming per diem meal allowance, restaurant receipts are not necessary.</p> <p>For meal per diem rates see APPENDIX 2.</p> <p>These rates are based on guidelines as set forth by the National Joint Council of the Public Service of Canada.</p> <p>These rates are subject to change.</p>
Parking	
Cost	Actual parking cost.
Supporting Documentation	Parking receipt for lot parking and meter parking.
Other	<p>Purpose of trip must be provided. On campus parking by Claimant, other than visitor is generally not considered an eligible expense.</p> <p>Claimant should group parking receipts on their Expense Report by location (e.g. one expense line for all parking receipts in Quebec, one line for all parking receipts in Ontario, etc.).</p>
Other Transportation (Taxi (or other similar service), public transit, shuttles, tolls)	
Cost	Actual cost of transportation.
Supporting Documentation	Taxi (or other similar service) receipt, public transit, bus/shuttle ticket or receipt, toll receipt. For other transportation expenses, purpose of trip, dates, starting point and destination must be provided.
Other	Taxis (or other similar service), public transit, tolls for travel between home and the University are generally not considered Allowable Expenses.

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Conferences, Seminars, Events	
Cost	Actual cost of conference, seminar and event.
Supporting Documentation	Conference, seminar or event program, prospectus or agenda including the title, location and inclusive dates. Proof of payment (electronic confirmation of payment if paid online).
Other	All costs related to attend conferences held in Montreal will be reimbursed via the Travel and Conference policy. Transportation costs are limited to local transportation such as taxis, public transport or mileage.
Dry Cleaning	
Cost	Actual costs. Expenses are permissible for trips having a duration of more than 10 days.
Supporting Documentation	Actual receipts.
Incidentals while travelling	
Cost	Gratuities, tolls. Daily per diem rate see APPENDIX 2 .
Supporting documentation	None available. Short description should be provided.
Guest Accommodations	
Cost	When accepting an invited guest to stay with a Concordia member for University related business trip. Daily per diem rate see APPENDIX 2
Supporting Documentation	Must describe the approved event including time, location and venue information.

Other Allowable Expenses such as but not limited to the list below, may be submitted for reimbursement:

- Immunization and/or medication necessary for international travel not covered by insurance
- Foreign exchange fees and travel visas for international travel

Ineligible Expenses:

Expenses that are Personal Expenses are not Allowable Expenses. Personal Expenses, such as the ones listed below, will not be reimbursed. Please note that this is not a comprehensive list of all Personal Expenses, and Personal Expenses could encompass expenses not listed below:

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- Expenses that are personal in nature
- No internet charges **effective May 1, 2018** pursuant to Internal Memo from Provost Office
- Expenses reimbursed by another organization or funding source
- Expenses of a travelling companion (*)
- Fees arising from failure to cancel transportation expenses, conference/seminar/event registrations or hotel reservations
- Any computer hardware or software purchases regardless of the dollar amount (no desktops, laptops, tablets, peripherals)
- Any equipment over \$1,000
- Traffic violations

*Companions may accompany a University member during a University related trip, however all incremental costs constitute Personal Expenses and cannot be claimed as Allowable Expenses. An exception to this will be made only if expenses for a companion are expressly permitted by a research grant or contract.

Miscellaneous Non-Travel Related Expenses:

These include:

- Memberships for reimbursements for individuals who do not have access to a Professional Development Account
- Promotional expenses
- Office supplies
- Equipment under \$1,000 which is not a computer, laptop or tablet, or software
- Computer supplies (mouse, keyboard, memory, USB keys, etc...)
- Moving expenses subject to the hiring arrangements

Approved by the Chief Financial Officer on March 26th, 2018

Release V1.1 effective September 1st, 2018

APPENDIX 1

University appointed Travel Agencies

Norko International Travel

Contact: Arif A. Khan

Norko International Travel

514 - 871 - 8888

arif@norkotravel.com

Uniglobe Voyages Lexus

Contact: Mrs. Catherine Bouchard

Corporate Travel Consultant

Uniglobe Voyages Lexus

514 - 397 - 9221 Ext. 236

cbouchard@uniglobelexus.com

Voyages Groupe Ideal

Contact: Mickey Pero

Voyages Groupe Ideal

514 - 342 - 9554 Ext. 235

Toll-free Phone: 1 - 800 - 342 - 9554

mpero@visionvoyages.ca

Air

Air Canada Rewards Program

www.aircanada.com/en/business/rewards

ospace.concordia.ca/services/budget-expenses-finance/news/cunews/offices/cfo/fs/2015/09/air-canada-program.html

Rail

For travel on via rail you may book directly on the [Via Rail Website](#). The University's discount code is already pre-populated in this link and entitles all travelers to a 15% discount.

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Preferred Car Rental

Discount Car Rental

<http://www.discountcar.com/Reservation>

CAUBO discounts available

[CAUBO Enterprise Car Rentals](#)

Preferred Hotels

* See [Cspace travel page](#) for complete listing of preferred local hotels.

* Please mention **Concordia University** corporate rate when making a reservation

* Please see [CAUBO](#) rates for preferred Canadian hotels outside of Montreal. Travelers may be required to present their Concordia ID card.

* Please keep in mind that these hotels may not honor the University's corporate rates during the annual Montreal Grand Prix weekend

Local Hotel Booking procedure

Faculty, principal investigator, staff member and student need to provide a credit card to the hotel at the time of the reservation. The credit card will only be used to hold the reservation. The faculty/principal investigators/staff member/student completing the reservation will have to complete a credit card authorization form and email it to the hotel. A corporate credit card or personal credit card can be used to hold the reservation. The faculty/principal investigator/staff member/student will also need to specify whether to charge the card that was used to hold the reservation for the final hotel bill or have the guest issue payment upon check-out. An Expense Report can subsequently be submitted to claim the hotel expense if charged to a personal or corporate credit card. The hotel will provide the necessary credit card authorization form by email during the reservation process. The forms for the University's preferred hotels can be found in the **Appendix** section and are also available on the Financial Services Cspace page under [Forms](#).

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APPENDIX 2

MEALS PER DIEMS

Canada and USA

	Canada → \$54.00/day	USA → \$54.00 US/day
Breakfast	\$10.00 CAD	\$10.00 US
Lunch	\$16.00 CAD	\$16.00 US
Dinner	\$28.00 CAD	\$28.00 US

International - Top 10 business travel locations (reimbursement in in local currency to convert to cad on expense report)

Country	Currency	Breakfast	Lunch	Dinner	Total (1)
FRANCE	EURO	28.00	49.25	59.35	136.90
GERMANY	EURO	29.75	37.65	49.45	116.85
ITALY	EURO	24.20	43.10	53.90	120.90
UK	GBP	18.90	31.35	41.15	91.10
BRAZIL	BRL	85.50	117.00	146.50	349.00
CHINA	CNY	161.00	229.00	356.00	746.00
HONG KONG	HKD	263.00	374.00	563.00	1,200.00
JAPAN	JPY	3,190.00	4,695.00	7,410.00	15,295.00
INDIA	INR	1,530.00	2,935.00	3,690.00	8,155.00
AUSTRALIA	AUD	35.00	66.45	90.80	192.25

(1) This table is based on rates posted by the National Joint Council. This table will be updated periodically to be aligned with all changes posted by the NJC.

All other countries see National Joint Council https://www.njc-cnm.gc.ca/directive/app_d.php?lang=en

*For meal per diems, please choose the rates as indicated in the type of accommodation with the prefix "C".

IMPORTANT NOTE: Faculties and units may choose to reimburse at lower per diem rates.

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ACCOMMODATION PER DIEMS

Per diem of \$45CAD for accommodations if staying with family/friends is an allowable expense.

GUEST ACCOMODATIONS PER DIEMS

If you are accommodating a guest or visitor in your home a per diem of \$ 45/day may be claimed.

KILOMETER - PER DIEMS

Kilometer reimbursement for use of personal vehicle is \$0.49\$/KM (paid in CAD).

When carpooling with one or more people, \$0.59/KM (paid in CAD).

INCIDENTALS - PER DIEMS

For out of pocket expenses where no receipts are available such as gratuities and tolls.

\$10.00 / day (paid in CAD regardless of location of travel).

Travel Contacts in Financial Services Located in GM building room 730	
Mary Melnyk Accounts Payable, Financial Services 514.848.2424 X4921 Mary.Melnyk@concordia.ca	For travel inquiries and travel reimbursements over \$500
Katherine Scribner Accounts Payable, Financial Services 514.848.2424 X4341 Katherine.Scribner@concordia.ca	For information on travel vouchers and travel reimbursements \$500 and under

For any other information, contact the Accounts Payable general email:

AccountsPayable@concordia.ca