



**Huron**  
AT WESTERN

**HURON UNIVERSITY COLLEGE**  
**Travel and Expense Policy**  
(revised October 2017)

**THIS POLICY APPLIES TO ALL FACULTY AND STAFF**

**BACKGROUND**

The BPS Expenses Directive issued by management Board of Cabinet in April 2011 is under the authority of the Broader Public Sector Accountability Act (2010). The purpose of the Act and the resulting directives is to set out the requirements for the designated BPS Organizations (including Universities) to establish expense rules where expenses are reimbursed from Public funds.

**FOR ALL EXPENSE REIMBURSEMENTS**

Original itemized receipts are required for all expenses except for mileage claims and Per Diems (as detailed below). Credit card receipts without the invoice detail will not be accepted for reimbursement. All receipts become the property of Huron University College and are to be accessible for audit purposes.

All receipts in foreign currency will be converted to Canadian equivalent as of the date of issue of the receipt, unless there is recorded proof of the exchange rate paid. (i.e. amount of exchange charged on a credit card)

Expenses must be submitted within 60 days of the date of the expense, or the date last traveled. The only exception to this is for the fiscal year end when all expenses or travel claims are due by the date set forth by the Chief Accountant.

All expense reports must be signed by the claimant and approved by their supervisor.



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## MEAL ALLOWANCE

Individuals have the option of claiming meal allowances (Per Diem) or reimbursement of actual meal costs at the amount of the receipt, up to a maximum as laid out in the table below.

Per diems are permitted under the BPS Accountability Act and will be reimbursed per the table below. Receipts are not required when claiming meal allowances. The meal allowance rate is to be claimed on a per meal basis for part days and should align with the portion of the day the employee is actually travelling on behalf of Huron University College.

A meal allowance is not eligible for reimbursement for any meal that is included in the cost of the conference fee, accommodation charge, transportation fare, or other.

	Travel in Canada	Travel in the USA	Travel outside of North America
<b>Breakfast</b>	\$15 CAD	\$15 USD	\$17 CAD
<b>Lunch</b>	\$20 CAD	\$20 USD	\$28 CAD
<b>Dinner</b>	\$30 CAD	\$30 USD	\$40 CAD
<b>Daily Maximum</b>	<b>\$65 CAD</b>	<b>\$65 USD</b>	<b>\$85 CAD</b>

As per the guidelines set forth in the Travel, Meal and Hospitality Expense Directive by the Management Board of Cabinet, reimbursement for the cost of meals must not include the reimbursement for any alcoholic beverages.

## MILEAGE/TRAVEL

Mileage, except where stated otherwise in a collective agreement, will be reimbursed at a rate of \$0.55 per kilometre where a private vehicle is used to travel on Huron university College business. The details of the trip must be provided so the kilometres can be verified. Employees must check with their insurance provider to confirm they carry appropriate coverage when using a personal vehicle for approved Huron University College business. The lesser amount of mileage or economy airfare will be reimbursed if electing reimbursement for mileage. Air Travel will be booked at the economy rate.



### **ACCOMMODATIONS**

All accommodations must be standard rooms where available and reasonably priced for the area of travel.

If the stay is at a non-commercial private accommodation, there will be an allowance of \$50 per night stay. The name and address must be provided. No receipts are required.

### **HOSPITALITY**

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at Huron expense to persons who are not engaged in work for Huron University College. Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Reimbursement for the cost of alcohol is permitted for hospitality events; however, the cost of alcohol cannot exceed the cost of food. All hospitality expense requires prior approval through the Principal, Dean or Vice Principal, Finance & Administration.

### **CREDIT CARD RECEIPT/STATEMENT SUBMISSIONS**

Employees with Huron University College issued credit cards are required to submit the statement and receipts attached no later than two (2) weeks from the statement date. For example, the statement dated September 15<sup>th</sup> would be due to the accounting office by September 30<sup>th</sup>. All itemized receipts are required as stand alone credit card receipts will not be accepted. All items on the statement should be coded with the appropriate account number and signed by the card holder's supervisor. Any missing receipts will be the responsibility of the card holder to find the receipt or reimburse the university the amount of the charge. Huron reserves the right to cancel an employee's card with repeated non-submission of receipts.