

**POLICY #001 – Travel Expenses**  
**University of Winnipeg Faculty Association**

**APPROVED:** March 30, 2011

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General Policy Information

The Association will reimburse those travelling on its behalf provided that the travel is pre-approved in writing by the President. The principle behind this policy is that people should not be paying out-of-pocket for necessary expenses while on Association business.

Accommodation and travel will normally be booked through the Association office. In circumstances where it is necessary for a member to book their own travel, they will abide by these guidelines.

The following will be used to determine allowable travel expenses.

Travel Booking Guidelines

*Air Travel*

The Association reimburse the costs of economy class flights except in cases where a business class seat has a lower fare or the seat is required to accommodate a disability. Every effort should be made to find the lowest available fare.

The Association shall normally book travel with unionized airlines.

*Automobile Travel*

The Association will reimburse claimants for personal use of automobiles based on a rate of \$0.485/kilometre (or the current CAUT rate, whichever is higher).

Reimbursement shall not exceed the lowest economy airfare and would not normally be combined with another type of travel.

*Train Travel*

The Association will not normally arrange for members to travel by train from Winnipeg.

If a member decides that they would like to travel by train from Winnipeg, the Association will pay up to the lowest economy airfare with the member covering the balance of the cost.

*Bus Travel*

Long-haul bus fare shall be fully reimbursed, though travel by air is preferred for trips longer than five hours.

Public transit costs will be reimbursed at regular adult fares for a return trip. Receipts are not required.

*General Guidelines*

Personal health insurance is not an allowable expense within Canada. If not already covered, it is required and is an allowable expense for travel outside Canada.

Taxis

For those travelling by air, train or bus, the Association will reimburse the cost of a taxi to and from the airport, train station or bus depot to the hotel.

If required to stay at a hotel other than the conference hotel, the Association will, within reason, also reimburse the cost of a taxi to and from the hotel to the conference.

Accommodations

The Association will reimburse the cost of required hotel accommodations for those travelling on Association business.

Typically, the accommodations will be at the hotel recommended by the sponsor of the event. Where possible, the Association will book accommodations in unionized hotels. Dining charges shall be deducted from the per diem.

Authorized expenses related to accommodations shall include internet access and parking (for those travelling by car to the destination). Long distance phone calls for the purposes of Association business may also be claimed.

#### Per Diem Expenses

Individuals travelling on Association business will be provided with a per diem at the following rates (or current CAUT rates, whichever are higher):

Breakfast - \$10.00/day

Lunch - \$15.00/day

Dinner - \$35.00/day

Incidentals - \$15.00/day

**Total - \$75.00/day**

If one or more meals are provided by the conference organizers, or included in conference fees, the per diem will be reduced accordingly. Receipts are not required for per diem reimbursement.

#### Dependent Care

Members whose dependents (children, the elderly, disabled, or other dependent individuals) rely on them for care may apply for reimbursement of costs associated with providing alternate care, when the need for care arises from a member's attendance at a conference on behalf of the Association. The Association will only be responsible for reimbursement of reasonable expenses as approved by the Executive.

#### Additional Nights

If members wish to spend additional nights at a destination after the conclusion of the event for which they are travelling, their additional hotel and meal expenses will not constitute claimable expenses.

#### Claim Forms

The current expense form will be available from the Association Office. Forms should detail all allowable expenses for each travel day.

Forms must be completed in full upon return. Original receipts for all claimed expenses (with the exception of the *per diem*) must be attached. No reimbursement shall be made without appropriate receipts.

**Claims must be submitted within thirty (30) days of the completion of travel.**