

Eligible Expenses

For the CFREF list of eligible travel expenses see

<http://www.cfref-apogee.gc.ca/program-programme/administer-administrer-eng.aspx#expenses>

For further information on University travel expense policy see

UAlberta Travel Expense Procedure

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure.pdf>

UAlberta Travel Expense Procedure – Appendix A – Schedule of Allowable Travel Expenses

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf>

Travel Expenses Guidelines Summary

Air Fare & Boarding Passes

The University recommends that airfare be purchased through the University's Travel Management Company (Maritime Travel). Only the cost of the lowest available fare for the most direct route can be charged to the University.

Please note that ORIGINAL BOARDING PASSES must be retained and submitted with the claim.

Conference Registration

Please submit the receipt for registration and the conference itinerary.

Ground Transportation

All ground transportation, to and from airport, etc. require original receipts. Buses, trains and toll fees can be claimed as Ground Transportation. Mileage rate is \$0.50/km. A personal vehicle can only be used for travel to a maximum of 800 km (round trip).

Original Receipts and Proof of Payment

Original itemized receipts from the vendor must be submitted for reimbursement of claims other than meal per diems.

Accommodation

Reimbursement is limited to the single occupancy rate for standard accommodation, or the lowest economy rate available, whichever is the least expensive. For conferences, the host hotel is preferred.

Hosting (only permitted when hosting someone external to the university i.e. donors, recruits, visiting speakers)

Hosting requires an original itemized receipt including date, purpose of event and names of persons hosted with no exceptions. Expenses related to staff meeting over the lunch or dinner hour is not reimbursable.

Tips

A rate of 15% is adopted by the University in all cases where the individual is making the decision.

Per-Diem Rates

Meal Reimbursement:

Allowance Rate use is **mandated** for meals except for special pre-approved instances. Allowance claims do not require receipts.

Allowance Rates:

Within North America:
\$60CAD/USD per day, adjusted to partial day travel as follows:

- \$15 Breakfast
- \$15 Lunch
- \$30 Dinner

Outside North America:
\$85CAD per day, adjusted for partial day travel as follows:

- \$20 Breakfast
- \$20 Lunch
- \$45 Dinner

When can a partial allowance be claimed on the day of travel?

Breakfast: if departure from home is 7:30 am or earlier or arrival home is 7:30 am or earlier.

Lunch: if departure from home is 1 pm or earlier or arrival home is 1 pm or earlier.

Dinner: if departure from home is 6:30 pm or earlier or return home is 6:30 pm or earlier.

When not claimed?

Not claimed when meals are provided at no cost (i.e. included in conference registration or hotel rate) unless dietary restriction or business reason provided).

Incidental Allowance:

- Max. of \$10CAD per day
- Overnight stays only
- No receipts required