

TRAVEL AND CONFERENCE POLICY

Effective Date: May 1, 2018

Originating Office: Office of the Chief
Financial Officer

Supersedes /Amends: January 5, 2015

Policy Number: CFO-3

PREAMBLE

The present Travel and Conference Policy (the “Policy”), and its supporting procedures, which can be found in the Travel and Conference [Handbook](#) (the “Handbook”), provide university-wide administrative guidelines for the approval, reporting and what constitutes Allowable Expenses incurred on behalf of Concordia University (the “University”).

Refer to the [Handbook](#) for details regarding items such as per diem rates, processing controls and procedures related to the application and interpretation of this Policy.

PURPOSE

The purpose of this Policy is to:

- Communicate what expenses constitute Allowable Expenses;
- Communicate that Allowable Expenses are to be incurred to promote the University’s activities while ensuring appropriate use of all University funds, including without limitation, all funds entrusted to the University to administer;
- Set out guidelines and general protocols for claiming and reporting Allowable Expenses;
- Set out the responsibilities for holders of a University Corporate Credit Card (“CCC”) with a view to ensure adherence to all credit card regulations stipulated by the University;
- Ensure accountability and compliance with internal and external reporting regulations.

SCOPE

This Policy applies to all Allowable Expenses incurred by a person for the University’s operations paid from all sources of funding administered by the University including, but not limited to, operating, research and restricted funds.

For Allowable Expenses incurred to support research activity and paid using research grants or contracts, claims presented for reimbursement must comply with this policy unless the granting

TRAVEL AND CONFERENCE POLICY

Page 2 of 10

agency or sponsor's policy is different, in which case the policy of the granting agency or sponsor will supersede this Policy.

DEFINITIONS

For the purpose of this Policy:

"Allowable Expenses" refer to University-related expenses (travel, Conference or other) that have been paid directly by a person such as faculty, principal investigator, staff, student or visitor, for the University's operations and which will be reimbursed to that person by the University from a source of funding administered by the University including, but not limited to, operating, research and restricted funds.

"Approver" refers to an individual who approves an Expense Report of a Claimant and who must be at a hierarchal level higher than the Claimant and/or who is responsible to sign on the fund(s) being charged the Allowable Expenses. The Approver can be a delegate provided conditions explained in the [Handbook](#) are met.

"Claimant" or "Traveler" are terms used interchangeably which mean the individual that submits and signs an Expense Report to initiate a claim for reimbursement of Allowable Expenses.

"Conferences" include symposiums, conferences, and training events taking place either locally or outside of the University's campuses.

"Personal Expenses" refer to expenses and costs that are not Allowable Expenses and include expenses and costs which are personal in nature that relate to the Claimant or their family or are unrelated to the University's operations.

POLICY

1. All members of the University (faculty, principal investigators, staff and students) must be prudent, mindful and responsible when using the University's funds, as these funds come from varied private and public sources. It is the responsibility of all faculty, principal investigators, staff and students to be as economical as possible when incurring Allowable Expenses.
2. The University strongly encourages all Travellers to make transportation and all other choices with sustainability in mind. To be sustainable in our decisions and activities is

TRAVEL AND CONFERENCE POLICY

Page 3 of 10

to take a long-term perspective keeping the environment as a priority without compromising the needs of future generations.

General Policy Guidelines

3. Once the event has occurred, Allowable Expenses will be reimbursed by the University upon the submission of a properly completed and approved [Expense Report](#). The Expense Report must be supported by original detailed receipts and other supporting documentation as outlined in the [Handbook](#) and must be submitted to the Accounts Payable Unit of Financial Services (“Accounts Payable”) within the maximum number of days (as set out in the [Handbook](#)) of the return date of the event for which Allowable Expenses are being claimed.
4. Personal Expenses incurred by the Claimant, or the Claimant’s family, friends, or relatives will not be reimbursed by the University. Personal Expenses must be clearly shown as reduction of the total amount claimed by the Claimant on the Expense Report.
5. Faculty, principal investigators, staff and students are reimbursed via direct deposit in the amount equivalent to the approved Allowable Expenses incurred plus or minus any compliance related adjustment identified by Financial Services during the final verification process. Financial Services may make necessary adjustments to ensure the amount paid meets all stipulated regulations and guidelines as set out in this Policy and the [Handbook](#).
6. If a receipt is missing, a “*Missing Receipt Form*” must be completed as per the procedures outlined in the [Handbook](#).
7. For information on how to prevent out of pocket expenditures, please refer to the [Handbook](#) for details on booking airfare, train, hotels, etc.
8. The Expense Report must be comprehensive and include all Allowable Expenses that were incurred, less any Personal Expenses paid for by the University. See [Handbook](#) for details.
9. The most senior member who is part of the event triggering Allowable Expenses must be the individual who pays directly for the charges and submits an Expense Report.

TRAVEL AND CONFERENCE POLICY

Page 4 of 10

10. There are no exceptions to this Policy unless approved in writing by the Associate Vice-President and Controller or Chief Financial Officer of the University.

Foreign Currency and Visitors

11. Out of country visitors may claim Allowable Expenses in currencies other than the Canadian Dollar ("CAD") for Allowable Expenses incurred in foreign currencies.

Responsibilities

12. The Claimant is the individual who will be reimbursed for the Allowable Expenses being claimed. The Claimant is responsible for ensuring that the Expense Report is complete, accurate, legitimate, eligible, appropriate, and reasonable and signed by an Approver. The Claimant must also ensure that the Allowable Expenses were incurred for University purposes, in accordance to this Policy and will not be submitted for reimbursement against any other University funds or to third parties and that the Claimant will not claim any financial benefit for income tax purposes related to such Allowable Expenses.
13. It is the responsibility of the Claimant to ensure that an Expense Report is submitted in accordance with this Policy and the [Handbook](#). Incomplete and/ or inaccurate Expense Reports will result in reimbursement delays. The University is not responsible for any interest or financing charges levied upon the personal credit card used for a Claimant's Allowable Expenses as a result of delays associated with incomplete and/or inaccurate Expense Reports.
14. All Allowable Expenses, including without limitation with regards to any travel or Conference, are subject to the availability of funds budgeted for their purpose and approval by the Approver.
15. If Allowable Expenses are charged to a research grant or contract or a sponsor contract, the grant holder or principal investigator is responsible for ensuring that the Allowable Expenses:
 - That are charged to the research grant or contract or sponsor contract comply with such contract and the granting agency or sponsor policies;
 - Relate to the research for which the grant/contract was awarded;

TRAVEL AND CONFERENCE POLICY

Page 5 of 10

- That any claim include sufficient documentation and description of the purpose of these Allowable Expenses;
- Are charged to the correct fund codes; and
- Are incurred under a research grant or contract or sponsor contract which has sufficient funds to cover these expenses.
- When Allowable Expenses are charged to a research grant or contract and the Claimant is not the principal investigator, the affiliation of the Claimant to the research grant or contract and / or to the principal investigator must be stated on the Expense Report (i.e. student, research assistant, visitor/guest etc.) and be compliant with the related research grant or contract requirements.

A clear description of the purpose and link for how these Allowable Expenses claimed relate to the research grant or contract must be provided on the [Expense Report](#). Please see [Handbook](#) for research related Allowable Expenses and travel requirements.

16. The Claimant is responsible for ensuring that all Allowable Expenses paid in advance by the University and Allowable Expenses reimbursable to the Claimant by any other party have been deducted from the Expense Report submitted. In the event that reimbursements for Allowable Expenses are subsequently received from other organizations and the University has already reimbursed the Claimant for these expenses, a refund must be made to the University by the Claimant as soon as it is known.
17. It is the Claimant's responsibility to ensure Allowable Expenses that have already been, or will be, reimbursed by the University or another organization comply with all personal income tax laws.
18. The University is responsible for maintaining appropriate records for all Expense Reports as per the University's document retention regulations.

University Corporate Credit Card

19. The CCC is available to permanent faculty, principal investigators and staff members who are expected to incur Allowable Expenses (*) in the course of discharging the responsibilities of their position. In rare cases, a non-permanent employee may require and obtain a CCC. In such cases, a request must be submitted to Financial Services for approval.

TRAVEL AND CONFERENCE POLICY

Page 6 of 10

20. Allowable Expenses (*) charged to the CCC must have a clear University purpose. In the event of a personal item being charged to the CCC in error or due to travelling circumstances, a reimbursement to Concordia University must be made as soon as possible.
21. Any charge on a CCC that is not approved/accepted by Financial Services must be personally reimbursed by the Claimant when such charge or charges do not constitute Allowable Expenses.
22. All CCC claims must be supported by an approved Expense Report supported by detailed receipts in order for the CCC charges to be paid by Financial Services.
23. Cardholders are strongly encouraged to send their Expense Reports to Accounts Payable as soon as possible after receiving the monthly CCC statement.

It is the cardholder's responsibility to ensure that their approved and properly supported Expense Report is received by Accounts Payable no later than the maximum number of days (as set out in the [Handbook](#)) following the CCC statement date. The Expense Report submitted must be complete, accurate, correctly approved by the Approver and have fund availability.

Accounts Payable is not responsible for administrative delays within a faculty or department which happen before a claim is submitted to Accounts Payable.

Failure to comply with the deadline (as defined in the [Handbook](#)) will result in temporary deactivation of the CCC. Refer to the [Handbook](#) for details.

It is strongly recommended that faculty, principal investigators and staff who travel for university purposes use a CCC for all Allowable Expenses (*) incurred.

Recurring late submissions of Expense Reports may potentially result in the termination of CCC privileges. Details of administrative charges and CCC suspension is found in the [Handbook](#).

(*) The CCC is not intended to be used for miscellaneous or other expenses where the University provides more efficient processes for procurement of the items listed in the Miscellaneous section of the [Handbook](#).

TRAVEL AND CONFERENCE POLICY

Page 7 of 10

24. Failure to provide supporting documentation within the appropriate timeline will result in the application of the applicable tax regulations, as explained in the [Handbook](#).
25. If a CCC is lost or stolen it is the cardholder's responsibility to contact the CCC's client support line at the number located behind the CCC as soon as possible. Failure to report a lost or stolen card could result in fraudulent charges on the faculty, principal investigator or staff member's CCC account.
26. Failure to use the CCC as prescribed by the terms and conditions of use will result in the cancelation of the card.

Please refer to the [Handbook](#) for an overview of the University's CCC program and terms and conditions of use.

27. See the Handbook for the information concerning the Waiver of Liability between the University and the CCC provider, including for details when the University is not responsible with the cardholder for charges incurred and posted to the CCC.
28. All cardholders must acknowledge the terms and conditions for using the CCC. All cardholders will be required to sign the "Responsibility Form" upon picking up the CCC. See the [Handbook](#) for this form.

Allowable Expenses

29. All travel arrangements should be made using the most economical, responsible and efficient route possible without resulting in any personal gain as per the General Policy Guidelines set forth in this Policy and the [Handbook](#).

The University encourages the use of its official travel agencies to book travel. This will prevent Travelers from being "out of pocket" for the transportation cost of their trip.

The below expense categories are Allowable Expenses, when incurred in conformity with this Policy. See the [Handbook](#) guideline for all related details.

- Air
- Train
- Kilometers for the use of private vehicles
- Rental vehicles

TRAVEL AND CONFERENCE POLICY

Page 8 of 10

- Other transportation expenses
- Accommodations
- Meals
- Miscellaneous expenses

Ineligible Expenses

30. Allowable Expenses exclude any costs or expenses linked to Alcohol, including as part of travel or meal expenses and will not be reimbursed.

If alcohol is permitted by a research grant or contract it must be expensed under the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)).

For the reimbursement of alcohol as a non-travel related expense, please see the *Policy on the Sale and Service of Alcohol on University Premises* ([VPS-3](#)).

31. 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:

- Expenses that are personal in nature
- 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
- Any equipment (see [Handbook](#) for details about the monetary threshold level)
- 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.*

TRAVEL AND CONFERENCE POLICY

Page 9 of 10

Miscellaneous Non-Travel Expenses

32. Some Allowable Expenses of low value not directly captured on the *Policy on Petty Cash (CFO-8)* will be paid under this policy. Please refer to the [Handbook](#) for details.

Approvals

33. The Claimant must sign the Expense Report submitted. Please refer to the [Handbook](#) for the important details to ensure the claim is properly approved prior to submission to Accounts Payable for reimbursement.

Travellers are required to obtain approval when a travel agency is used to book flights, hotels or rail transport by way of filling out and signing the Travel Voucher Form at time of booking. See the [Handbook](#) for details.

34. The authority to approve an Expense Report may be delegated during temporary absences of the individual having signing authority. The delegation of signing authority has to be in accordance with the *Policy on Contract Review, Signing and Required Approvals (BD-1)*.
35. Approval and reimbursement of Allowable Expenses claimed on an Expense Report does not constitute final acceptance by the University. All Allowable Expenses reimbursements are subject to subsequent review and adjustment by Financial Services, Internal Audit, granting agencies, or at the request of the Claimant, faculties or departments. The final decision related to any adjustment rests with Financial Services.

RELATED POLICIES

Policy on Contract Review, Signing and Required Approvals ([BD-1](#))

Policy on Hospitality, Meetings and Events ([CFO-10](#))

Policy on Petty Cash ([CFO-8](#))

Policy for Professional Development Allowance (Under Development)

Procurement Policy ([CFO-20](#))

TRAVEL AND CONFERENCE POLICY

Page 10 of 10

Policy on the Sale and Service of Alcohol on University Premises ([VPS-3](#))

Policy on Travel Outside of Quebec ([VPS-53](#))

RELATED HANDBOOKS

[Travel and Conference Policy Handbook](#)

[Hospitality, Meetings and Events Policy Handbook](#)