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## Travel and Expense Claim Policy

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<b>Policy Sponsor:</b>	Vice-President, Finance and Administration
<b>Policy Contact:</b>	Director, Financial Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	September 15, 2017
<b>Approval Group:</b>	The Governors of Athabasca University
<b>Approval Date:</b>	September 15, 2017, Motion #229-02
<b>Review Date:</b>	Biennially
<b>Procedure:</b>	<a href="#">Travel and Expense claim Procedure</a>

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### **Purpose**

To establish the administrative principles associated with reimbursement of approved University Business travel and out-of-pocket University Business Expenses paid by Employees of Athabasca University (the University).

This policy excludes tutor specific expenses which are reimbursed through the Tutor Travel and Expense Claim Policy and Procedure.

Employees are advised to review the Travel and Expense Claim Procedure for additional information regarding specific eligible expenses.

### **Definitions**

<b>Advances</b>	Payments made to or on behalf of an Employee prior to travel and recorded in a receivable account in the University's accounting system.
<b>Authorization Report</b>	A reporting and approval option in the Travel and Expense Module that presents the estimated expenses and is



submitted prior to travel for approval of the expense and travel advances.

<b>CAUBO</b>	Canadian Association of University Business Officers.
<b>Designated Signing Officer</b>	An Employee who has delegated departmental expenditure approval responsibility as per the <a href="#">Delegation of Expenditure Approval Authority Policy</a> .
<b>Employee</b>	An individual under a contract of services to Athabasca University, as defined by the Canada Revenue Agency (CRA) and the <a href="#">Income Tax Act</a> . The relationship is reflected in an employment contract.
<b>Executive Officer</b>	Includes the President and Vice-Presidents.
<b>Fleet Vehicle</b>	A University owned or leased vehicle which is available for use by staff members as authorized drivers for University Business travel.
<b>Funding Source</b>	All sources of revenue directed to an account managed by the University. It includes grant funds awarded from both University and non-University sources as well as funds awarded under the terms of contracts.
<b>Hospitality</b>	Any function for which the primary purpose is to host (entertain) non-employees who are not engaged in work for the University such as donors, prospective employees and visitors or guests of the University, when that activity supports the educational, research or service activities of the University.
<b>Hosting</b>	Receiving or entertaining guests on behalf of the University.
<b>Original Receipt</b>	The detailed receipt provided by the merchant or supplier. Credit card account statements and original VISA, MasterCard, and other credit card payment vouchers do not detail items or services purchased and alone are not considered Original Receipts.
<b>Reasonable Expense</b>	An expense that is ordinary and reflects a prudent decision to incur the expense on University business. Not extreme or excessive.
<b>Senior Officer</b>	Any Executive Officer, Associate Vice-President, Director, Dean, Centre Chair, Registrar, or the University Secretary.



<b>Travel and Expense Claim</b>	The complete electronic and/or paper documentation that is required for an Employee to receive funds from the University through an Authorization Report, Travel Advance or an Expense Report, in relation to a University Business Expense.
<b>Travel and Expense Module (TEM)</b>	The module within the Banner Finance system that allows an Employee to submit an Authorization Report, Advance or a Travel and Expense Report.
<b>University Business</b>	Approved activities in support of the mission of Athabasca University.
<b>University Business Expense</b>	Reasonable (fair and moderate) out-of-pocket costs incurred by an Employee of the University, the business purpose of which is approved and supports the University's mission, regardless of the Funding Source.
<b>Working Session/Meeting</b>	Any assembly or gathering of Employees (primarily) for a purpose that supports the educational, research, or service activities of the University, for which expenditure for food and beverage is necessarily incurred.

## **Policy Statements**

This policy applies to all travel and expense reimbursements made by Athabasca University regardless of the Funding Source.

All travel and University Business Expenses are to be incurred with the objective of obtaining best value for the University, while ensuring proper stewardship of resources. In an effort to reduce expenditures related to travel, the use of technological options to conduct business should be used instead of travelling whenever appropriate.

Alcohol related expenses will not be reimbursed under this policy (refer to [Hospitality, Working Sessions/Meetings, Institutional Events and Employee Functions Policy](#)).

Athabasca University will reimburse Employees for Reasonable Expenses related to travel and other expenses incurred in relation to University Business.

All expenditures under this policy must be made with due regard to economy and effectiveness in the stewardship of the University's financial resources.

In cases where the Funding Source is external and has specified requirements which go beyond this policy, those requirements shall be followed.



All expenditures and reimbursement under this policy must be in accordance with the Purchasing Policy, other related Athabasca University policies and procedures, as well as the terms and conditions of the respective collective agreements and applicable legislation.

Employees are only authorized to submit for reimbursement the travel costs or other expenditures that they have personally incurred and not those of other Employees.

All travel and reimbursement of expenses must be for an approved University Business Expense in order to qualify for reimbursement.

Travel, accommodation, meals and Hospitality, Hosting, Working Session, Meeting and Event expenses will be publicly disclosed, as per the [Government of Alberta - Public Disclosure of Travel and Expense Policy](#).

Expenses related to Hospitality, Hosting, Working Sessions/Meetings and Events are to be in compliance with the University's Hospitality, Working Sessions/Meetings, Institutional Events and Employee Functions Policy.

Reimbursement of expenses will occur only after the travel and/or event has occurred.

Reimbursements will be made in Canadian dollars regardless of which currency was used to pay expenses.

Reimbursements will not be made for expenses incurred (e.g., travel, meals, and accommodation) as a result of the Employee's decision to work in a home office, whether the home office is in the same or a different locale than the Employee's official place of work (for academics working from home offices please refer to the [Telework Policy for Academic Staff](#)).

Athabasca University may provide an Advance to Employees in an amount and at a time appropriate to the planned travel activity. The Employee is personally accountable for reimbursement to the University of any Advance within the time period identified in the Travel and Expense Claim Procedure, following return from travel.

Financial Services is responsible for the administration of this policy and is authorized to obtain further clarification regarding any Travel and Expense Claim and has the authority to reject/return claims as appropriate to ensure compliance with this policy.

Any exceptions to this policy must have written approval of the Vice President, Finance and Administration or designate.



## **Applicable Legislation and Regulations**

[Government of Alberta - Financial Administration Act](#)  
[Government of Alberta - Fiscal Planning and Transparency Act](#)  
[Government of Alberta - Post-Secondary Learning Act](#)  
[Government of Alberta - Public Disclosure of Travel and Expense Policy](#)  
[Government of Canada – Income Tax Act](#)

## **Related References, Policies, Procedures and Forms**

[Code of Conduct Policy](#)  
[Contract Administration Policy](#)  
[Delegation of Expenditure Approval Authority Policy](#)  
[Employee Gift Expenditure Policy](#)  
[Employee-Owned Electrical Appliances in the Workplace Policy](#)  
[Excluded Professional Staff, Professional Development \(EPSPD\) Fund Guidelines](#)  
[Excluded Support Staff Professional Development Allowance Policy](#)  
[Fraud and Financial Irregularity Policy](#)  
[Travel and Expense Claim Procedure](#)  
[Hospitality, Working Sessions/Meetings, Institutional Events and Employee Functions Policy](#)  
[Hospitality, Working Sessions/Meetings, Institutional Events and Employee Functions Procedure](#)  
[Purchasing Policy](#)  
[Research & Study Leave Travel and Relocation Fund Guidelines](#)  
[Support Staff Training and Development Policy \(SSPD\)](#)  
[Support Staff Computer Loan Program Policy](#)  
[Telework Policy for Academic Staff](#)  
[Travel and Expense Module Step Sheets and Other Resources](#)  
[Tutor Travel and Expense Claim Policy](#)  
[Use of University Fleet Vehicles Policy](#)

CAUBO <http://www.caubo.ca/>  
MapQuest <http://www.mapquest.ca/>  
OANDA <http://www.oanda.com>

## **History**

The Governors of Athabasca University, September 15, 2017, Motion # 229-02 (Revised)  
Executive Group, April 18, 2011 (Revised)  
Executive Group, February 1, 2006 (Revised)  
Executive Group, January 1, 2004 (Revised)  
Executive Group, May 1, 1999 (Revised)  
Executive Group, June 1, 1991 (Revised)