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Travel Processes & Expense Procedure

Appendix A: Schedule of Allowable Travel Expenses

Office of Administrative Responsibility:	Finance, Procurement and Planning (FPP) - Procurement and Contract Management (PCM)
Approver:	Associate Vice-President (Finance, Procurement and Planning)

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The following list identifies all travel expenses that are reimbursable to an employee, student or visitor (non-employee). If an expense does not appear on this list, it is a non-reimbursable expense. Expense details and required supporting documentation are provided below.

Reimbursable Expense	Expense Details	Required Supporting Documentation
Airfare	Airfare must be booked through the university travel agent by completing and submitting a Travel Authorization form (TAP) Exception: Some destinations require market specialization and bookings may need to be completed through a booking agency with local expertise (i.e. Asia and Europe).	Original receipt. Supporting approval documentation to upgrade class. Supporting documentation that supports the university portion of travel when personal travel is added (itineraries and demonstrated cost of the most economical, direct to and from the university portion of the trip).
Associated Airfare Costs:		
<ul style="list-style-type: none"> • Baggage fees 	One checked bag to and from the travel location, (additional bags may be reimbursed with justification to exceed the limit attached to the expense claim).	In all circumstances, an itemized receipt is required.
<ul style="list-style-type: none"> • Seat selection fees 	The exact cost to secure advanced seat selection.	
<ul style="list-style-type: none"> • Flight cancellation insurance 	The exact cost to secure cancellation insurance.	

Reimbursable Expense	Expense Details	Required Supporting Documentation
Accommodations	Reimbursement is limited to a standard single occupancy rate (with a private bathroom) in a business class hotel, or whatever class of available accommodation is the most reasonable or most efficient (such as a conference hotel which, while not necessarily the most economical, will avoid taxi and other ground transportation charges and offer a safe and efficient location for conference attendees).	Itemized receipt. Upgraded accommodations: supporting documentation from the budget owner pre-approving the upgrade and the justification.
Associated Accommodation Costs <ul style="list-style-type: none"> • Hosted by family/friends • Valet or bellhops • Laundry services 	Purchase of gift as modest gesture of appreciation limited to \$20 per day (CAD) to a maximum of \$300 for the entire stay. Cash gifts or gift cards paid to hosts are not reimbursable. Alcohol is not eligible and not reimbursable. Reasonable gratuities for service. Reimbursement for actual cost (limited to duration of travel over 7 days).	 Receipt required. Receipt (if applicable).
Vehicle rental	Limited to a compact, mid-size, full-size or SUV vehicle depending upon justifiable need. Rental fees, kilometer charges, fuel charges, road tolls and insurance coverage are reimbursable.	Rental agreement or receipt. Document provided must include information on the type of vehicle rented, rental period, the breakdown of charges, and proof of payment. Upgrades must be justified in writing and attached to the travel expense claim.
Private automobile	Kilometer allowance - \$0.50 per kilometer. <ul style="list-style-type: none"> • Rough road supplement of \$0.04 per kilometer. • Mileage is limited to 1000 kilometers per entire trip (unless justified, documented and pre-approved by the Budget Owner). 	Travel itinerary is required (google map printout that includes to and from location including rough road portion). No receipt required for kilometer rate.
Ground transportation e.g. public transit, train, taxi, and ride share service	Actual cost of fare paid plus gratuity (if applicable).	Train service requires receipts at all times. If public transit, taxi or ride share service is used, the cost including gratuity is <\$75 and it can be demonstrated the service is for U of A business, no receipt is required. E.g. Airport to hotel, hotel to airport, hotel to event location, and event location to hotel.
Meals (allowance rates)	The maximum allowance rates that can be claimed are as follows. Faculties, Colleges, departments and units may set lower amounts	Allowance rates are mandated at the university.

Reimbursable Expense	Expense Details	Required Supporting Documentation
	<p>prior to travel as deemed appropriate (e.g.: – group fieldwork where grocery purchases are the norm). Please note that these rates include GST when the travel occurs in Canada and should be claimed accordingly. Meal allowance rates include incidental allowance rate.</p> <p>Travel within Canada or USA Full day rate \$70 CAD and \$70 USD/day Breakdown: Breakfast \$15, Lunch \$15, Dinner \$30 and \$10 incidental rate</p> <p>International Travel (including Hawaii) Full day allowance rate \$95 CAD/day Breakdown: Breakfast \$20, Lunch \$20, Dinner \$45 and \$10 incidental rate</p>	<p>Where meals are provided at no additional cost (such as with conference registration or accommodations) an allowance rate cannot be claimed. The meal allowance rate cannot be claimed for meals where hospitality has already been claimed.</p> <p>Claimant will not be reimbursed for the allowance rates for others.</p> <p>*No receipts required for allowance rates.</p>
Hospitality/working session and meetings meal reimbursement	<p>Reimbursement for actual cost. Refer to Hospitality, Working Sessions/Meetings and University Employee Functions Procedure for a summary of eligible expenditures.</p>	<p>Itemized receipt to include date and purpose of event, number and names of attendees, and cost of alcohol per person (if applicable). Receipt required. A credit/debit card chit or meal/bar entry on a hotel folio is not eligible for reimbursement.</p> <p>Receipt required.</p>
Parking	<p>Actual cost of parking (excludes primary work location).</p>	<p>Receipt, (metered parking does not require a receipt if it is not available).</p>
Conference fees	<p>Limited to fees for required conference activities. Reimbursement for actual cost.</p> <p>*Optional conference activities, e.g. golf tournament are not reimbursable.</p>	<p>Receipt; conference, meeting and event agendas are required.</p>
Internet or telephone charges	<p>Limited to portion of actual cost related to U of A business. Refer to Travel Processes & Expense Procedure for examples.</p>	<p>Receipt required, unless included in hotel invoice.</p>
Cellular phone charges	<p>Personal cellular phone usage while traveling on U of A business. Refer to the Travel Processes & Expense Procedure for detailed example of how to apply expense.</p>	<p>Itemized receipt from cellular phone provider. Must include all pages of the monthly statement and proof of payment. For share plan participants, this includes all pages of claimant and share partner(s) statement pages.</p>
Claimant's medical insurance and vaccinations	<p>Limited to travel outside of Canada and the U.S. Reimbursement for actual cost.</p>	<p>Receipt.</p>
Vehicle insurance	<p>The cost to secure vehicle insurance that includes collision waiver, loss damage waiver and third party liability insurance for rental vehicle only.</p>	<p>Receipt.</p>
Visas and travel papers	<p>Reimbursement for actual cost.</p>	<p>Receipt.</p>

Reimbursable Expense	Expense Details	Required Supporting Documentation
Foreign exchange fees	Methods of applying exchange rate: <ul style="list-style-type: none"> • 7 day PeopleSoft average (supported currency). • Actual CAD currency charge on U of A travel card or personal credit card. • OANDA currency converter (only for Non-PeopleSoft supported currency). 	If 7 day PeopleSoft average is applied – no receipt required. If actual cost is applied, copy of U of A travel card or personal credit card statement displaying the actual charges must be attached. OANDA rate requires printed copy of Oanda rates for the first and last day of travel.

DEFINITIONS Refer to the [Travel Processes & Expense Procedure](#)

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