Business PhD Travel Expenses
Who Pays? How You Are Reimbursed

Please read **BEFORE** you book, leave, or pay for anything.
*TLDR: Get approval, do **NOT** pay for anything yourself in advance, take time to read the steps below.*

1. You need to:

a) Determine your approximate cost of travel or expense in order to determine the source(s) of funding you will be using for your Travel and Expenses. Either your TEA account funds, obtain funding from your supervisor, apply for GSA or GPS Travel Awards, personal funds, or a combination of any of these funding options.

b) If you were successful or received funding, e.g, travel grant, award from GPS, GSA, host conference, or another source, forward the documentation to the PhD Office/busphd@ualberta.ca and confirm which trip it applies to. (REMINDER: APPLY FOR GRANTS! You could be $$ successful!).

c) Once you have determined your approximate Travel or Expense costs and which funding option(s) you would like to use, students can make their funding request by emailing busphd@ualberta.ca with their request, cc'ing their supervisor for approval. The email should include; name of conference/event they plan to attend, dates of the conference/event, if you will be presenting and if so, the title of your paper, any applicable membership of registration fees, and travel expenses.

Name of conference/event:
Dates of conference/event:
Presenter/Title of Paper
Membership fee:
Registration fee:
Accommodation:
Flights/Travel (car, bus, etc.):
Ground Transportation (ie. Uber, transit):
Per Diem:
Total:

The above information is to be included in the body of the email. Per Diem calculations will be done by the PhD Office in accordance with UAPPOL University of Alberta Policies and Procedures. Students simply need to indicate if they would like these amounts included with their travel claim for a maximum of $70/day for domestic/USA travel, and $90/day for international travel. The PhD office will adjust these amounts based on meals provided in their travel itinerary and conference/event program/agenda (to be provided by the student after attendance of the conference/event).

2. Supervisors must respond to this email approving the travel or expense requested before any travel arrangements can be made and provide a speed code when applicable.

3. **STUDENTS DO NOT** make any travel arrangements or pay for anything on their own before consultation with the PhD Program Coordinator, they will guide you through the process.

4. Now bookings, memberships, registrations, flights, etc. are proceed through the PhD Program Coordinator, on the PhD Pcard or TAP forms for flights. **Do Not Pay For Anything Yourself**. The PhD Office must track your approvals, funding, expenses, conferences (papers & presentations), travel plan, and reimbursement claims. Sharing or discussing your travel plan with the PhD Office (busphd@ualberta.ca) ensures you are adhering to the UA and PhD travel and expense policies for maximum reimbursement.

5. Procedure to book flights:

a) Your profile must first be set up on Concur before requesting flights. Fill in all the personal details **except** flight requests. Do not book flight on the Concur system. Maritime Travel will need to access your Concur profile to process a flight request.

b) Email a request to Maritime Travel at ualberta@maritimetravel.ca (780-492-7000) AND cc. busphd@ualberta.ca, using your @ualberta email. State that you are a Business PhD student and that the PhD office will finalize with a TAP number. Give Maritime the following information:

1. Your legal First name (middle name) and Last name as all names appear on your passport;
2. Your citizenship and passport number;
3. Your date of birth (spell the month);
4. Gender
5. Your mobile phone number for travel notifications
6. Aisle or window seat preference, and frequent flyer number if applicable.
7. Inform Maritime that the Business PhD contact is Carmen (or Debbie) at busphd@ualberta.ca (or 780-492-5816) for the TAP #, speed code and faculty name.

c) Give travel dates and destinations (based on conference/research dates and location). If you already searched flights, you can suggest them to Maritime to quote. Standard Fares are preferred (baggage/seat fees are not to be included). A Maritime agent will provide flight options and quotes. Select the most reasonable itinerary and quote. Clearly refer to which flights you have finally chosen. The PhD Program Coordinator and Maritime will review and follow up to confirm.

d) If you want to add personal travel you may work with Maritime Travel, however costs for personal travel cannot increase the costs related to direct conference-only travel costs. Comparative quotes must be obtained and can be requested from Maritime. Only costs related to the intended U of A travel are eligible for reimbursement.

e) After review of the chosen flights/itinerary (against approved estimates, speed codes) the PhD Program Coordinator will give Maritime the approval to proceed to booking and provide the TAP number, speed code and faculty name to pay the invoice. After Maritime issues the tickets, review the tickets and your travel is confirmed.

Students **CANNOT** pay for their own flights and hope to be reimbursed. Students are expected to follow all UA and PhD travel policies and procedures on bookings and expenses; details are on the PhD Forms Cabinet. Students travelling on UA business through Maritime are supported and protected in case of travel disruptions.

If a student pays for flights personally, and **not** using University- or PhD-related funds, then they are not obligated to use the UA's travel agent, and are solely responsible if travel disruptions occur.

6. Hotels/accommodations may be reserved with either your personal card or on the PhD PCard.

7. If you are staying in a major Canadian city you must first check HAP hotels list for availability and UA room rates. If ideal, make a reservation and send the confirmation number to the PhD office to issue a HAP# to the hotel for payment. Remind the hotel of HAP payment and ask for the final invoice at check out.

8. After making a reservation, students can prearrange the payment on the PhD PCard (note, you will still pay for any other charges like meals, internet, parking). Contact the PhD Office and the hotel for required authorization forms. This helps students avoid carrying expensive hotel charges on their own card; receiving reimbursement can take up to 2 months.

9. At hotel check-in usually you will be asked for a personal credit card for the stay. If prearranged for payment on PhD card or by HAP#, at check-out you must ask for a final detailed invoice and receipt (daily room charges, fees, and proof of payment). If you pay for the hotel on your own card you can submit for reimbursement after return. Review the Allowable Travel Expense, Appendix A, in the UAPPOL University of Alberta Policies and Procedures, for travel charges allowed - or not allowed - for claim/reimbursement.

10. To split the cost or share accommodation e.g. expensive conference hotel room or Airbnb with another PhD student, it is best to arrange to split the invoice, or have the invoice show the division owing per guest, and each pay individually so each student has proof of payment of their own invoice and receipt. However, if one student pays for another student(s) then is paid back by those student(s) individually, and submit clear documentation of the exchange of payment and receipts between them (e.g. names and who's paying and receiving in cash, or by e-transfer). Note, sharing/paying sometimes results in inaccurate allocation to students' TEA accounts.

11. Registrations and any charges/expenses that can be paid in advance are to be paid on the PhD PCard. **Do Not Pay On Your Own Card.** Book an online meeting with Carmen (or Debbie) or visit the PhD Office in person to arrange the payment. Please have your 'order' prepared and open on your laptop prior to the meeting for easy process of your payment. The PhD Office will provide the card details which cannot be saved on laptops or the card info must be immediately deleted from

student's accounts/laptop afterward. Forward the payment receipt and detailed invoice to the PhD Office/busphd@ualberta.ca.

12. Expenses that students can pay for on their own card and submit for reimbursement are items such as baggage fee, taxi/Uber. Items that cannot be easily prepaid or paid for on the PhD card.

13. Follow UA policies and directives regarding university travel:
Off Campus Intra-provincial & International Travel Medical Insurance
UGo Off Campus Registry
UA Travel Processes & Expense Procedure
UA Schedule of Allowable Travel Expenses
Claims Tips by UA for Tomorrow
Alberta Health
Registry for Canadians Abroad

For more travel information please refer to the PhD Forms Cabinet in the Travel and Expenses section.

WHILE on your trip

14. Expenses incurred during travel and paid for by the student may be reimbursed if detailed receipts are kept and submitted within 21 days of return and within the fiscal year. Check the Allowable Expense Policy for details about allowances for fares, tipping (max 18%), etc. Only one claim per trip is allowed, so all related expenses must be submitted together.

15. If you are sharing an expense, such as a taxi, it is preferred that each person pay their own share and claim their own amount. If one person pays the full amount, they should only claim their portion of the receipt amount. The others must provide proof that they paid their portion, and a copy of the original receipt. Separating payments ensures reimbursement is taken from the correct student's funds.

16. There is a maximum $$ allowed for meals (breakfast, lunch and dinner). Claiming meal per diem is preferred; you may use your meal receipts to support the per diems you want although receipts are not necessary. (Receipts need to be itemized with all foods and beverages listed.) Reimbursement will not exceed per diem allowance. Meals allowed on travel days are based on the time of departure and return home.

- Canada or USA
  - Full day rate $70 CAD/day or $70 USD/day
  - Breakfast $15, Lunch $15 and Dinner $30 CAD/USD
  - Incidentals $10 CAD/USD

- International Travel (including Hawaii)
  - Full day allowance rate $95 CAD/day
  - Breakfast $20, Lunch $20 and Dinner $45 CAD
  - Incidentals $10 CAD

17. You cannot claim for meals listed in the conference program as your conference fees include the cost of supplied meals, so you should be consuming conference foods (such as breakfast, snacks or lunch). For some conferences, dinner may be optional/separate registration fee. Additionally, you cannot claim any meal allowance for meals provided during travel, i.e. in-flight meals.

18. If you are expected to host/pay for meals for guests, it should be approved in advance and as the payer you should be the most senior person in the group. Be aware of hospitality limitations and allowances for alcohol, tipping, paying, etc. You must keep a record of all who were hosted: names, titles, and organization, plus the detailed/itemized meal orders and payment receipt.

19. Submit the conference program, schedule and/or agenda and report the page number(s) if you are listed in the program (i.e. your role other than attendee/delegate/participant, such as presenter, chair, organizer, leader, poster, workshop participant, panelist, judge). This information is used for reporting and applied to School of Business ranking surveys. This information is also needed for per diem calculations, and some funding options (ei. grants) require this information as well when students are attending conferences.

20. Be sure your invoices are detailed and the matching receipt shows the method of payment, even if paid by PhD credit card. It is not acceptable to just submit a credit card receipt or a final total.

21. **You must always make the most economical or reasonable choices and decisions as possible when choosing/paying/sharing your expenses, and must be related to school business purposes.** You must familiarize yourself with and follow the University Travel Processes and Expense Procedures and Schedule of Allowable Travel Expenses in the PhD Forms Cabinet.) Expect expenses to be carefully scrutinized by financial reviewers to ensure claims are appropriate and meet policy allowances. You may want to add personal time to conference travel; however costs cannot be higher due to personal travel needs. Reimbursement amounts will not exceed the quoted amounts related to the U of A business purpose of travel, and will **NOT** include any personal expenses if personal days are added to travel. Proof (such as flight cost differences) are required. If you have any special circumstances please discuss with your supervisor or PhD Office and obtain written approval BEFORE incurring any expenses, to be sure you are covered.

22. Tipping is discretionary but should range from 0% to 15%. Tips over 18% cannot be reimbursed.

23. If you are claiming mileage, you cannot also claim for gas. Gas claims are for rental vehicles.

UPON RETURN - GETTING READY TO SUBMIT FOR REIMBURSEMENT

24. Complete the Google Business PhD Travel Claim Form. You can find this form in the PhD Forms Cabinet, or you can email busphd@ualberta.ca and a link to the form will be provided to you. You must complete this form and attach all supporting documents, make sure to ✔check off your declaration at the end. Incomplete submissions will not be accepted and returned to the student. Boarding passes are no longer required for claims.

25. For your first claim, you will receive an email to authorize Carmen (hajohns2) and Debbie (gi1) to be a “designated entry authority” in the financial system. Follow the instructions provided which will take ~ 2 minutes to complete. Please make sure your banking information is correct in Bear Tracks to receive reimbursement payments.

26. If you have credit card or bank statements showing foreign currency conversions, submit them with your claim to be reimbursed for the exact amount you were charged. Without documentation, the U of A financial system will automatically calculate an averaged currency exchange. We do not require statements as proof of payment in Canadian dollars unless your receipt does not verify that payment was received.

27. If you received a travel grant/award (GSA, FGSR, conference, external supporter, you must share the documentation with the PhD office and include it in your travel claim.

28. **Claims should be submitted soon after return, no more than 21 days after a trip or from date of purchase**, and within the fiscal year it is spent (April 1 – March 31). Expenses not submitted within the proper fiscal period are subject to approval and may not be reimbursable. **Only one claim per trip is accepted.**

29. Students are responsible for overspending, insufficient funding, or unapproved/unexplained expenses.

If you have any questions please stop by or email the PhD Office and
Carmen or Debbie will answer them for you.
It will save delays, solve problems, or help clear up errors and confusion that might affect your claim.