

How to submit a travel expense claim

Refer to [instructions and guidelines to submit a travel expense claim through PeopleSoft Financials](#).

Tips for submitting a travel expense claim:

Note: Expenses can only be claimed by the person who incurred them. The inclusion of expenses for other staff members in your claim will result in your claim being returned for correction.

When booking airfare, accommodations and car rentals:

- Maritime Travel is the preferred supplier for airfare bookings for the University of Alberta.
 - Option 1: Self-Service Booking, completed through the Concur Booking Tool (ticketed by Maritime Travel).
 - Option 2: Agent Assisted Booking, call directly to Maritime Travel (780-492-7000).
- Upgraded airfare requires justification and budget owner approval.
- The majority of airfare bookings are completed through the [TAP](#) (travel authorization process).
- The booking will be billed directly to the department speedcode identified on the TAP form.
- Personal credit cards can be used when a family member is added to your business trip. The booking must still be completed with Maritime Travel through the Agent Assisted process identified above.
- Airfare completed on a personal credit card for the addition of family owner only requires the attachment of an original receipt when submitting the claim.
- Accommodations and car rental can be booked through Maritime Travel (agent assisted or self-service booking) or through the most cost effective method. Conference hotels are recommended despite being higher priced. They should be used to reduce travel time, reduce ground transportation costs and to ensure the safety of the traveler.

When personal travel is combined with business travel:

- The traveler must demonstrate the cost associated with the business portion of the travel.
- Obtain quotes for airfare (the most direct route for the business portion of the travel), accommodation (standard single occupancy room) and car rental (cost of the most economical vehicle).
- If the cost does not exceed the quoted amount, the booking is completed on TAP.
- If the cost exceeds the quoted amount, the booking is completed with Maritime Travel and paid with a personal credit card. The expense claim will reflect the quoted amount (the cost to complete the most direct business portion of the travel) and a detailed receipt is attached to the claim.

Obtain pre-approval for the following situations and attach to your claim:

- Personal vehicle use over 1,000 km round trip requires pre-approval from the budget owner.
- Upgraded hotel rooms require pre-approval from the budget owner.
- Airfare exceeding the lowest available fare (Business/First Class, Latitude and Premium Economy) requires pre-approval from the Director, Dean, AVP or VP. This is dependent on your reporting structure. Upgraded airfare can only be completed in the following circumstances:
 - Scheduling – use of the quickest, most direct route.
 - A medical condition necessitates an upgrade (doctor note is required)
 - A business reason can be demonstrated
 - Travel is outside of Canada and the USA (excluding Hawaii)

Questions? Contact the Compliance Services team through the [Staff Service Centre](#).

When using research funding for travel:

- Ensure expenses are within the budget of the research project and compliant with UAPPOL (see Travel Processes and Expense Procedure Appendix A: Schedule of Allowable Travel Expenses). Document all exceptions in the description of your claim and attach a budget/letter from the sponsor.
- Provide a summary of research activities broken down by date. The business reason for all expenses should be demonstrated.
- If the Principal Investigator/supervisor is paying for students' accommodation, provide names of students who traveled to ensure that expenses are not duplicated.

Submit claims at least 6 weeks before the following circumstances:

- When employment contracts are ending, submit claims 6 weeks before an employee's last day.
- If a project is closing, submit claims for the project at least 6 weeks before the project end date.
- Please note, all claims should be submitted within 30 days of the completion of travel.

Include supporting documentation:

- PDFs are the preferred format for supporting documentation. Other file types may cause delays in processing your claim.
- Attach the following supporting documentation to your claim:
 - Conference/meeting agendas.
 - Invitation letter from the hosting institution for collaboration.
 - Itemized detailed receipts here required (airfare, accommodation, ground transportation, vehicle rental, registration fees and any other travel related expenses).
 - If no payment information is reflected on the invoice, attach a redacted copy of your credit card or bank statement.

Submit a separate travel claim for each trip:

- All costs associated with a trip should be included in a single claim. Multiple trips cannot be processed and reimbursed on the same claim.

Describe your business/research activity

- University travel occurs for conferences, seminars, meetings, collaboration, research, and site visits (event). As outlined in the UAPPOL Travel Processes and Expense Procedure, all of these cases must be supported by the four "W's" in the travel claim:
 - **What** was the business activity – (purpose of the event)
 - **Who** was in attendance at the event
 - **Where** did the event take place
 - **When** did the event occur – date(s) of event and travel dates

When documenting expense line items, follow these guidelines:

- **Exclude** expenses that are not related to business travel.
- Travel expenses paid on a University Purchasing Card do not need to be included on the travel claim.
- Airfare paid through the TAP process does not need to be included in the travel claim. Provide a reason for travel and outline the first and last day of travel.
- Only include outstanding expenses on the claim (e.g. km rate, allowance rates, Per Diem rates and non-receipted ground transportation).
- **Per Diem/meal allowance rates** should be included on one expense line with the date range noted in the description. Reduced meal allowance rates can be included (less than a full day).
- **Registration fees** should be completed on a University Purchasing Card. If they were paid with a

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personal credit card they can only be reimbursed when the travel is complete.

- **Gratuities** should never exceed 18% for any situation (e.g. taxi, hospitality, etc.)
- To expedite your claim review, provide a spreadsheet summary for lump sum amounts detailing however the total was calculated (e.g. multiple allowance rates).
- Foreign currency can be dealt with in multiple ways:
 - Option 1 – conversion as shown on credit card statement in CAD currency
 - Option 2 – PeopleSoft conversion rate
 - Option 3 – Oanda average conversion rate
- Foreign currency calculations should only occur when the expense has been completed on a personal credit card or out of pocket (allowance and per diem rates).

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