

TRANSPORTATION & ACCOMMODATION

Travel activities are highly regulated by the University, and in the case of research funding, by donor/sponsor restrictions. For more details, refer to the UAPPOL [Travel Expense Procedure](#) and the [Travel Management Guide](#).

Whenever possible, make the arrangements for your visitor—it's often more cost-efficient for your unit or team.

DO YOU HAVE EVERYTHING YOU NEED?



- Traveller's name EXACTLY as it appears on their passport
- Passport Number
- Birth date
- Travel dates
- Preferred flight times and frequent flyer number for the selected airline
- Any other pertinent information: Valid passport, visa, letter of invitation (for immigration purposes)



Transportation arrangements to and from the airport, if necessary



Give your guest contact information/cell phone number for a local contact in case of last minute questions or emergencies. This should also be identified on the itinerary you provide to the guest



When booking flight for a guest, ALWAYS send the itinerary to the traveller to have them check for errors or omissions

Visitors will sometimes choose to have their assistant make the arrangements and submit a [Non-Employee Travel Expense Payment form](#) post travel. If this is the case, the traveller must submit the form with all original receipts and documentation such as boarding passes. Ensure they are aware of this, in writing, prior to booking travel.

MAKE SURE YOU HAVE THE RIGHT TAP AND HAP!

New Travel Authorization Payment (TAP) & Hotel Authorization Payment (HAP) process and forms came into effect August 6, 2019!

- **SMS Travel will no longer collect signed TAP or HAP forms.** No need to mail them in! All data is collected when the TAP/HAP form is created online.
- Specific to HAP - **Simply forward the email you receive** when the HAP form is created to the hotel. The properties have been instructed to expect these new forms as of August 6.

Travel Authorization Payment (TAP)

Used to authorize travel by air/bus/train.

- This form must be completed prior to booking. An email with the TAP number and form responses will be sent to the requester, Budget/Project Owner and Optional Dept. Email (if applicable).
- The TAP number and speed code will be required when using the UAlberta online booking tool or when booking directly with Maritime Travel, the travel management company for the U of A.

TIP: Business, executive, or first class fares for flights greater than 4 hours in duration are permitted with pre-approval. Written approval by the claimant's Dean, Director, Associate VP or Vice President provided prior to the travel being booked, must be attached to the claim. See additional info: [Travel Processes & Expense Procedure](#).

Remember to ask your guest to provide all travel back-up documentation, such as boarding passes, original receipts, letters of authorization, etc.

IMPORTANT NOTE FOR OUT-OF-COUNTRY VISITORS



When an out-of-country visitor passes through Canadian immigration, it is essential that he/she identify himself/herself as a **VISITING SPEAKER, NOT as a visiting lecturer**. Immigration law requires an employment authorization fee be paid by a visiting lecturer.

Hotel Authorization Payment (HAP)

- **This form must be completed prior to booking or while simultaneously booking with the HAP hotel.** An email with the HAP number and form responses will be sent to the requester, Budget/Project Owner and Optional Dept. email (if applicable). This email is the HAP form.
- **The requester must send this form to the hotel** prior to the guest checking-in.
- **There are several UAlberta-preferred hotel vendors**, which can be found in a drop-down list on the HAP form.

TIP: When sending the HAP form to the hotel, ask for a confirmation of receipt to ensure they have record of the HAP form on their files. This will avoid the hotel charging guests out of pocket for their stay should a HAP form go missing.

More travel questions?

The University has a [Travel Management Office](#) to answer questions for business travel.

(780) 492-3068 / smstrvl@ualberta.ca

[Supply Management Services \(SMS\): Travel management](#)