

Questions for Travel Claims

(Please note: these questions and answers should be read in conjunction with the Travel & Hospitality Policy. In the event of a conflict the Travel & Hospitality Policy will apply).

Per Diems

1. Can I claim a per diem expense for a meal if attending a conference with meals included?

No, if meals are included with the conference no per diem should be claimed.

2. Can I claim a per diem or a receipted meal if travelling before/after a conference starts/ends?

Only if incurred as a result of required travel times. For example, if the conference starts at 8:00 AM it is reasonable to arrive at your destination the evening before. In this case, the dinner is an allowable expense. If you are extending your trip either before or after the conference, the meals for those days are personal expenses.

3. Do I need to attach my receipts for my per diems?

No, receipts are not required for per diems.

4. Do I need receipts for my per diem that I charge to my University visa card?

If a meal is charged to your University VISA card, the charge is a University expense and a per diem is not allowed for that meal.

Receipts

1. Can I claim for taxi/travel expense without a credit card receipt? Taxi receipt?

If in a country where receipts are not a custom, then a detailed explanation is required, as we would normally require a receipt for these expenses.

2. Can I claim for a meal expense without a receipt?

No. We must have documentation that an expenditure has been made.

3. Can I claim for a meal if attending a conference and meals are provided?

Example is the conference provides a continental breakfast and I want a full breakfast. This would be an exception to the normal rule. In this case an explanation must be provided with your travel claim.

4. Can I submit a credit card stub without the detailed invoice?

Normally no. If a detailed receipt is lost, an explanation must be provided.

5. Can GST rebate be claimed without a detailed invoice which includes the GST registration number?

In most cases no. The detailed receipt is the source document that shows the GST component. Without that documentation, CRA can decline the rebate. There are the odd exceptions such as taxi receipts, where CRA accepts a calculation of the GST.

- 6. Can I submit a confirmation of payment instead of detailed invoices?**
No. Detailed invoices are a requirement in all cases.
- 7. Can I submit a picture of my purchase instead of a detailed invoice?**
No. A photo is not acceptable.
- 8. When invoices are lost am I responsible to attempt to get a copy of the invoice from the supplier?**
Yes, you are responsible for providing documentation to support your expenditures.
- 9. If I am paying cash to a person as an honorarium, what information should I get from them?**
Firstly, you should not be paying cash for an honorarium or for anything else, other than petty cash items (under \$50). For an honorarium, we require the individuals name, home address and social insurance number. If an amount was paid in cash (for some unknown reason) a receipt signed by the individual would also be required, as well as an explanation for the honorarium.
- 10. Do I need to attach a copy of my receipts that have been paid under a University credit card?**
Yes, receipts are required 100% of the time without exception for University credit card expenses.

Alternate Accommodations

- 1. Do I require a receipt if staying with relatives/friends?**
An explanatory note should be attached so that the University knows that the travel claim is complete even though a hotel expenditure is not shown.
- 2. Can I pay for either a meal(s) for them?**
Yes, a reasonable expenditure for a meal can be claimed. Again, an explanatory note should be attached.
- 3. Can I purchase a gift for relative/friends if I stay with them in lieu of hotel charges? Is there a limit on this or can I take them out for supper? Are there any guidelines for this?**
Yes, a reasonable gift can be purchased in lieu of a hotel charge. An explanatory note and receipts must be attached. Refer to the travel policy for further details and limits.

Tax Amounts

- 1. If I have a restaurant bill on a credit card slip, and no sales taxes are recorded, do I have to claim the tax or calculate it?**
The detailed restaurant receipt is required in order to claim the GST rebate. A credit card slip is not acceptable nor sufficient for tax rebate purposes.

2. Do I require the detailed restaurant receipt with taxes showing?

Yes, the detailed receipt is required.

3. Do I need both receipts from a restaurant? The first that the server gives you with the total and taxes and the second one from the terminal machine that has the total that includes the tip?

Yes, both receipts are required as they are used for different purposes. The detailed receipt to support the tax amount and the terminal receipt for the total expenditure amount.

Special Seating on Aircraft

1. Can I claim for booking of a specific seat on an aircraft?

Yes, if the flight is over six (6) hours in duration, you may apply for a specific seat selection on the aircraft. See the Travel and Business Expenditures Procedures for a more detailed explanation: <https://www.uwinnipeg.ca/institutional-analysis/docs/travel-and-business-expenditures-procedures.pdf>.

Extra Charges on Aircraft Flights

1. Can I claim for the extra baggage charges if travelling with more than a carryon bag?

If the extra baggage is required due to the nature of the travel (equipment etc. for research for example) then the extra charge is an allowable expenditure. On the other hand, if your extra baggage is due to bringing non-essential items, then the extra charge is personal.

2. Do I need to attach an Application for Travel form when submitting my Travel Expense Claim form?

Yes, an Application for Travel must be attached to your Travel Expense Claim form in all cases.

3. Do I need to send Out N About Travel a copy of my Application for Travel form when booking a flight?

Yes, that is required by Out N About in order for them to start making travel arrangements on your behalf.

4. Do I need to attach copies of my receipts to my Travel Expense Claim form that have been paid by the University credit card or payments made for registration/conference fees by Financial Services?

Yes, a copy of the receipts should be attached even though the original receipts are attached to the Visa credit card report.

5. Do I need to attach copies of credit card statements to Travel Expense Claim forms?

Yes, attaching the credit card statement allows us to reconcile information on the travel claim form with information on the credit card statement.

6. What do I do if I lost a receipt?

Firstly, if the amount is significant such as a hotel bill, conference registration etc., contact the provider and request a copy. For smaller items attach some form of proof of payment and attach

an explanatory note.

Application for Travel

1. Do I need to submit my Application for Travel even if the trip is within Manitoba?

Yes, the trip still needs to be authorized. Coverage of your responsibilities while you are away must still be considered.

Advances

1. How much is the maximum and minimum advance I can request?

There is a minimum of \$500 and max of \$2,000 for advances. Plus only up to 75% of the total cost of the trip. The travel advance is intended to cover costs that will likely require a cash payment (per diems for team travel for example). Travel costs that can normally be charged to a credit card should not be included in the advance request. This type of expenditure will be reimbursed upon completion of your travel claim form.

2. If I submit an advance a month or two before my trip when will I get the funds?

An advance should be requested a few weeks prior to the trip.

3. Can I request an advance for airfare?

No, advances are not provided for airfare as this can be booked via the University's travel agent, Out N' About Travel.

Hotel Charges

1. Can I book any size of hotel room at any hotel I choose?

No, a room suitable for a single person is expected. Excessive costs for a suite or extra costs for more than one person (spouse travelling with you) are personal costs and should not be included on your travel claim form.

2. Can I extend my stay and charge the additional costs to the University?

No, the additional costs are personal costs. If you extend your stay (over a weekend for example) which is allowed, all costs associated with the extended stay are personal in nature. If your stay is extended over normal working days, that time must be approved and taken as vacation days with all costs considered personal costs.

3. When booking a hotel, the individual should ask for the CAUBO rate for this hotel, if available and if it is not a part of a conference hotel package.

Automobile Expenses

1. Can I be reimbursed for gasoline charges and claim the kilometer charge as well?

No. The purpose of the kilometer charge is to cover gasoline and vehicle wear and tear.

2. Can I choose to travel by car rather than air travel and claim the kilometer charge?

No. If you choose to travel by car there must be a pre-approved reason. The kilometer charge is limited to the equivalent economy air fare. If you simply prefer to travel by car, the economy air fare limit is activated and all additional costs such as hotel and meals are considered personal.

Unusual Circumstances

1. Am I required to follow University Travel Policy and Procedures?

Yes. University travel policy and procedures apply not only to departmental travel but also to Research related travel.

2. Do I have to provide written explanations of unusual claims such as:

- a. Extended stays beyond conference dates
- b. Per diem claims when meals are provided
- c. Gift purchases for family and friends
- d. Excessive payments for hotels, airfares, seating, baggage etc.

Yes, all of the above require an explanatory note. It is impossible for us to be aware of anything that is out of the ordinary unless we are made aware of it. In the absence of an explanatory note, we will process a travel claim as if no unusual circumstances occurred.

3. Can I claim for certain expenses that are partially covered by another organization?

Yes, however, only the unreimbursed portion can be claimed. Any amounts received by another organization must be shown on the travel claim form. Only the net amount can be reimbursed.

Internal and External Research Grants

1. Are research grants my personal grants and therefore do not require reporting on?

All grants (NSERC, SSHRC, other Federal, and Provincial etc.) are University of Winnipeg grants. Any amounts received by the University are not considered personal grants. Personal grants are not recorded by the University. Funds received and expenditures made against personal grants are not considered University activity.

2. Does University Travel Policy and Procedures apply to Research grants?

Yes, Tri Council expects Financial Services to ensure grants are administered under University policy and procedure.

3. Should Research grant expenditure guidelines be followed over University guidelines?

If there are specific guidelines that differ from the University guidelines contact Melannie Soukhalom (Research Accountant) for guidance. In most cases, the specific Research guidelines would be an acceptable departure from University guidelines. Attach an explanatory note to your travel claim form indicating this so that we don't reject your claim.