

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 8	Number 032-RSJ-H
Policy Title Travel Expenses		Date 1 April 2019	
Supersedes 8 October 2015	Cross Reference 031-RSJ-H, 046-RSJ-H	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Executive Director

1.0 PURPOSE

Research St. Joseph's - Hamilton (RSJ-H) is committed to the responsible use of funds held for research purposes, including use of funds to travel for research purposes. This policy outlines the principles, responsibilities, and procedures to follow when incurring expenses and for preparing claims for eligible travel expenses.

2.0 SCOPE

This policy applies to all travel expenses to be applied to research accounts at RSJ-H.

3.0 POLICY

3.1 General Principles

RSJ-H personnel can claim eligible expenses incurred while travelling to carry out research activities and are expected to conduct all authorized activities in the most efficient and economical manner available.

All expenses must be directly related to research and must be an allowable expense based on the terms and conditions of any funding, grant, contract, and RSJ-H policy, including but not limited to: 031-RSJ-H *Allowable and Non-Allowable Research Expenses*; 046-RSJ-H *Research Corporate Credit Card*.

Personal expenses cannot be claimed.

RSJ-H will not reimburse claims where the transaction date (date the expense was incurred) exceeds three (3) months. This condition is enforced, strictly.

Financial penalties incurred as a result of changes and/or cancellations to travel arrangements (including for modes of transportation and accommodation) are reimbursed if the change is required to conduct research business only (i.e., not personal reasons).

Travel to and from the normal place of work is never an eligible travel expense. The cost of transportation between RSJ-H personnel's residence and any SJHH sites cannot be claimed.

Claimants that fail frequently to submit required documentation may be advised that expenses lacking documentation will not be processed.

The claimant and the approving authority shall adopt the most conservative course within the spirit of this policy for any claim not specifically covered in this policy.

3.1.1 **Approval Authority**

In all cases, approval of expenses is the responsibility of the Account Holder and the RSJ-H Executive Director or RSJ-H Scientific Director.

No person shall authorize any expense that may confer a benefit on that same person.

The Account Holder is responsible for ensuring that claims are for legitimate research activities, comply with RSJ-H policy, are charged to an appropriate account, and are within the eligibility criteria of the fund source.

3.1.2 **RSJ-H Responsibilities**

Financial oversight and implementing controls and checks of all research funding.

To deduct from a claim any expenses deemed inappropriate, unauthorized, or unsubstantiated by receipts or documentation in accordance with RSJ-H policies.

3.1.3 **Claimant Responsibilities**

Submit claims supported with all original, or copies of original, receipts, and all proofs and documentation required as outlined in Appendix B of this policy, within three (3) months from the transaction date (date the expense was incurred).

Pay any difference in cost where the claimant has chosen to upgrade travel or accommodations to above the allowable level.

Repaying any overpayments by RSJ-H or duplicate payment by a third party, as this is considered a debt owing to the organization.

Submit claims for foreign currency transactions (cash or card) in Canadian Dollars (CAD) using the exchange rate in effect on the transaction date. Card transactions must be accompanied by the portion of the card statement showing the amount in CAD.

3.2 **Allowable Expenses**

3.2.1 **Transportation**

(a) **General**

Always make sure travel is necessary; explore other options such as teleconferences and video conferencing.

Group transportation should be arranged whenever possible.

The most economical means of transportation should be taken.

The lowest economy fare/option, after considering risk of cancellation or need to make itinerary changes, is claimable

If an alternative form of transportation or non-direct route is chosen for personal reasons, claims may only be to a maximum of the costs that would have been incurred using the standard/most economical form of transportation and/or more direct route.

Personal travel while on trips for research reasons (e.g., taxi to a tourist destination) are not allowable expenses.

Claims for travel purchased before a trip takes place may be submitted before the date of travel if accompanied by proof of registration/invitation for the event or conference.

(b) Air

- Claims for First and Business Class air travel will be paid at the Economy rate unless the flight time exceeds six (6) hours AND the travel class is explicitly supported by the source of funds.
- Boarding passes are not required as long as other documentation that identifies the city and dates of travel are provided. For example, air purchase receipts, itinerary, or e-confirmation is sufficient.
- It is the responsibility of the claimant to pursue credit for any unused refundable tickets or any portion thereof.
- Airfare cancellation insurance is claimable.

(c) Ground

PUBLIC TRANSIT

- Train, bus, subway, and streetcar, etc., fares are eligible expenses. Documentation for these trips include:
 - A ticket or receipt for a ticket
 - Printout of PRESTO usage showing the relevant trips (NOTE: *loading* the PRESTO card is **not** an allowable expense)
- Claims for First and Business Class travel will be reimbursed at the Economy rate unless the travel time exceeds four (4) hours AND the travel class is explicitly supported by the source of funds.

CAR TRANSPORTATION SERVICES

- Car services (e.g., taxi, ride-sharing service, shuttle service) are allowable expenses.
- Hotel shuttle services (e.g., to/from airport) are to be used when available.

RENTAL VEHICLE

- Car rental bookings can be made by the claimant or by a travel agency.
- A compact- or intermediate-size car is allowable. Sharing the vehicle with colleagues is encouraged to minimize costs.
- The daily vehicle insurance coverage offered by the vehicle rental agency is an allowable expense, and claimants are encouraged to purchase it.
- A rental car should be refueled prior to its return to the rental company.
- Fuel for rental vehicles only is an allowable expense.
- Distance driven in a rental vehicle is not eligible for mileage claims.

PRIVATE VEHICLE

- Mileage may be claimed to defray the cost of fuel, depreciation, maintenance, repairs, and insurance when a private vehicle is used for research business.
- Fuel purchased for a personal vehicle is **never** an allowable expense.
- Mileage will be calculated at the current approved rate (Appendix A of this policy).

- When travel begins at the claimant's residence the *lesser* of the distance from SJHH to the destination **OR** the claimant's home to the destination, is claimable.
- Offsite parking expenses for research activities are claimable. Parking at your place of work is not an allowable expense.
- Parking meter charges may be claimed without receipts.
- Parking and traffic fines cannot be claimed.
- Claimants using their vehicles for research business are responsible for ensuring they have appropriate insurance coverage for business use. A minimum of one (1) million dollars liability coverage is recommended.
- Insurance deductibles cannot be claimed.

3.2.2 **Accommodations**

(a) **General**

- Under normal circumstances, accommodations are not considered necessary for round trip destinations within a 100 kilometre distance radius of the Hamilton city centre or a claimant's residence.
- Exceptional circumstances that may make overnight stay necessary include:
 - Travel is considered unsafe
 - Conference exceeds two (2) days
 - To permit attendance at evening sessions of conference/event
 - Early start to conference/event (e.g., 8:00 am)
- Single standard room rate should be requested.
- Certain circumstances may influence hotel choice (e.g., conferences).
- When travelling with other members of the organization, individuals are not required to share accommodation.
- Claimants sharing accommodations with non-researchers/personnel are responsible for paying the difference between single and double room rates.
- Cancellation of hotel reservations must be in advance to avoid "no show" charges.
- Minibar, cleaning, entertainment, and other incidental charges are considered personal expenses and are not claimable.
- Standard/reasonable tips and gratuities are claimable, but must be documented on the claim.

(b) **Gratuitous**

- Gratuitous accommodation (i.e., staying with family, friends, etc.,) assists the traveller in maintaining low travel expenses.
- Gratuitous accommodations will be reimbursed at the current approved rate (Appendix A of this policy).
- Receipts for gratuitous accommodations are not required.
- Claims are payable to the traveller only, not to the lodging host.

3.2.3 **Hospitality**

Transportation, accommodation, meals, and expenses associated with events (e.g., conferences or workshops) hosted by RSJ-H or RSJ-H affiliates may be claimable.

3.2.4 **Meals**

- **Meals are an allowable expense:** the actual cost including standard/reasonable gratuities can be claimed up to the amounts indicated in Appendix A; any difference in excess of these amounts will be deducted from the claim.
- **Alcohol is not an allowable expense:** except when preapproved by the RSJ-H Scientific Director or RSJ-H Executive Director. The claim must be accompanied by the approval email.
- **Meals:** for the purpose of this policy meals are defined as food and beverage purchased at a restaurant.
- **Snacks are not an allowable expense** and for the purpose of this policy include bottled water, beverages on their own, and items of the 'junk food' variety, inclusive of but not restricted to, chocolate, candy, and chips.
- Meal claims without receipts will not be processed. There are no per diem meal allowances.
- Meals for research meetings (start-up, close-out, collaboration, exploration, etc.,) are allowable.
- When a meal includes a group of RSJ-H personnel, the most senior RSJ-H person must pay and submit the claim.
- Meals that occur as part of a meeting with an external party are allowable.
- Claims for meals included as part of another claimable item (e.g., conference, transportation, accommodation) will not be processed.
- Room service charges are allowable up to the amounts indicated in Appendix A.
- On travel days, breakfast may be claimed if the time of departure is two (2) hours prior to regular work hours. Dinner may be claimed if return time is two (2) hours after regular work hours.
- For non-North American travel only, claims in excess of the amounts indicated in Appendix A may allowable if the actual expenses are considered reasonable by the RSJ-H Scientific Director or RSJ-H Executive Director. Approval of such expenses will be made on an individual basis, subject to their merits.

3.2.5 **Out-of-Country Travel**

- Persons travelling outside of Canada may claim expenses specifically incurred, and necessary for, their travel including, but are not limited to: immigration visas, immunizations, and airport taxes.

3.2.6 **Other**

Miscellaneous expenses include, but are not limited to:

- Fax and Wi-Fi charges.
- Reasonable laundry/dry cleaning (after seven (7) consecutive days of travel).
- Transaction fees levied by a travel agency.
- Reasonable telephone charges (claims for personal call expenses while travelling is at the discretion of the approving authority).
- Any travel expense related to physical/medical disabilities of the claimant.
- Child care costs incurred while attending meetings and conferences. (Day-to-day child care expenses, such as recurring daycare costs, are not eligible).
- Cost of registration for conferences, seminars, or other research-related events.

3.3 Expenses Not Allowable

Inclusive but not restricted to:

- Expenses associated with obtaining and/or renewing a passport.
- Annual fees or finance charges for personal credit cards.
- Claims for loss of personal effects.
- Medical treatment.
- Travel accessories (e.g., luggage, clothing, etc.)
- Personal services (e.g., shoe shines, valet, etc.)
- Personal entertainment charges.
- Pet care expenses.
- Minibar/fridge in hotel room.
- Fuel for personal vehicles.
- Parking at your place of work.
- Toll fares (e.g., 407 ETR) unless approved by the RSJ-H Scientific Director or RSJ-H Executive Director.
- Costs for persons other than the claimant.

3.4 Other Travel Situations

Claimants may wish to extend the duration of a trip to include personal travel. This is acceptable. Transportation expenses equal to or less than the non-extended trip are claimable. Any increase in transportation cost is a personal expense. Accommodations and meals for this portion of the trip are considered personal expenses. Any loss of workdays due to extended travel must be charged to the claimant's vacation entitlement.

3.5 Preparation of Claims

Procedures for claims are outlined in 031-RSJ-H *Allowable and Non-Allowable Research Expenses*; and, 046-RSJ-H *Research Corporate Credit Card*.

4.0 ATTACHMENTS

Appendix A: Mileage, Gratuitous Accommodation, and Meal Allowance Rates

Appendix B: Proofs and Documentation Required for Expense Approval

Appendix A

Mileage, Gratuitous Accommodation, and Meal Allowance Rates

MILEAGE

RSJ-H's mileage rate per trip is:

- 58¢ per kilometre for the first 5,000 kilometres driven.
- 52¢ per kilometre driven after that.

ACCOMMODATION - GRATUITOUS

- The maximum reimbursable rate is \$20.00 CDN per night

MEAL ALLOWANCE

The Fixed Maximum Meal Allowance amounts, per person, eligible for reimbursement are as follows:

- Canada: CDN Daily
 - **\$20** Breakfast
 - **\$30** Lunch
 - **\$50** Dinner
- Outside Canada: USD Daily
 - **\$20** Breakfast
 - **\$30** Lunch
 - **\$50** Dinner

NOTE: Where meals are provided (e.g., by a carrier, at a conference), the same meal of the day cannot be claimed as a separate expense.

Appendix B

Proofs and Documentation Required for Expense Approval

Item	Documentation Required	Related Policy Section
Meal, including room service	Original, or copy of original, detailed bill If multiple attendees were paid for by the claimant, a list of attendees	3.2.4 Appendix A for allowable amount per person
Alcohol	Original, or copy of original, detailed bill Documentation from RSJ-H Scientific Director or RSJ-H Executive Director stating pre-approval	3.2.4
Research meeting or hospitality event with meal	Original, or copy of original, detailed bill List of attendees Reason for meeting Pre-circulated agenda	3.2.4 Appendix A for allowable amount per person
Flights	Original, or copy of original, detailed receipt Flight itinerary Research reason for travelling	3.2.1 section (b)
Private Vehicle Mileage	Documentation of distance travelled from home or work, whichever is shorter (e.g., Google maps directions) Research reason for travelling	3.2.1 section (c) Appendix A for mileage rate
Public Transit Car transportation services Rental Vehicle Private Vehicle Parking	Original, or copy of original, detailed receipt Research reason for travelling	3.2.1 section (c)
Accommodations	Original, or copy of original, detailed bill Research reason for travelling	3.2.2
Conference and event registration	Proof of registration Original, or copy of original, detailed receipt	3.2.6; and 031-RSJ-H section 3.2