

Title	Business Travel and Related Expenses		
Classification	Administrative	Oversight Responsibility	Office of the Vice-President, Finance and Operations
Category	Financial Management	Responsible Office	Financial Services
Approval	Executive	Effective Date	2023-Jul-05
		Document No.	1079

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you've printed this policy, check the website to be sure you have the current version.

The first appearance of terms in **Bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

This Policy establishes the terms under which reimbursements may be made by the University to Board members, faculty, staff and others for reasonable out-of-pocket expenditures while on university business.

The University is committed to using resources prudently and reducing the climate, environmental and social impacts of its business travel. All expenditures incurred for **Business Travel and Related Expenses** will support necessary business objectives while also considering:

- sustainability and environmental impact of travel and travel arrangements;
- financial responsibility, minimizing risk and maximizing value for money;
- the University's commitment to equity, diversity, inclusion and accessibility; and
- compliance with statutory, contractual, funding agency, accounting and reporting requirements.

2.0 SCOPE AND COMPLIANCE

- 2.1 This Policy applies to all Business Travel and Related Expenses incurred in the course of university business travel.
- 2.2 This Policy extends to the University's Board members, **Employees**, students, volunteers, **Contractors** where specified in their contracts, and all academic, administrative, research activities and operations undertaken by the University.
- 2.3 Whereby a conflict occurs between this Policy and the University's Collective Agreement with CUPE or RRUFA regarding the reimbursement of Business Travel and Related Expenses, provisions set out in the Collective Agreements will prevail.
- 2.4 This Policy does not apply to hospitality expenditures, gifts, or honorariums.

3.0 POLICY TERMS

- 3.1 The University will reimburse the cost of authorized Business Travel and Related Expenses incurred by employee groups, Board members, and individuals working on behalf of the University, provided that:
 - a. the traveller was travelling on university business, or in support of the University's mission;
 - b. the traveller had advance authority to incur travel expenses;

- c. the expenses are reasonable, appropriately documented, and comply with university policies, procedures, and directives; and
 - d. the expenses are approved for reimbursement by the designated **Approver** in compliance with the *Signing Authority Policy*.
- 3.2 **Approvers** will approve Business Travel and Related Expenses based on the most economical arrangements possible, consistent with the purpose of the travel while also considering the effective use of the traveler's time, the traveler's accommodation requirements and the University's sustainability objectives.
- 3.3 **Claimants** may not act as Approver for their own expense claims or the expense claims of those to whom they report.
- 3.4 Corporate Programs, if available at the time of booking, shall be utilized before other travel booking platforms.
- 3.5 Combined business and personal travel will be permitted so long as there are no additional expenses incurred by the University.
- 3.6 Alcohol and other controlled substances such as cannabis cannot be claimed as part of a Business Travel and Related Expenses claim.
- 3.7 This Policy and its related procedures and directives applies to all sources of funding, including research funding. Where an expense is permitted by the alternate funding source but not the University, the expenses may be reimbursed from the funding source with pre-approval of the Approver to which the relevant costs will be incurred.
- 3.8 Expenses incurred must comply with any and all University policies, procedures and directives and all other provincial and federal laws and regulations. The University retains the right to deny reimbursement of an expense that is considered in contravention of any policies, procedures, directives, laws and regulations.
- 3.9 Claimants who submit falsified reports and/or supporting documentation may be subject to disciplinary action up to and including dismissal or contract termination.
- 3.10 The University will comply with all required disclosures concerning expenditures, including appropriate responses to *Freedom of Information and Protection of Privacy Act* (FOI) requests.
- 3.11 Exceptions to this Policy must be approved in advance of the expense by the Vice-President, Finance and Operations or their designate and reported to Financial Services.

4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

- 4.1 It is the Claimant's responsibility to:
- a. obtain the appropriate pre-approvals in accordance with the Business Travel and Related Expenses Procedures;
 - b. only claim reimbursement for actual-out-of-pocket expenses, allowable under this Policy and its procedures and directives for legitimate university business purposes; and
 - c. maintain and submit appropriate documentation to justify the cost effectiveness of their travel arrangements.
- 4.2 It is the Approver's responsibility to:
- a. verify that the expenses have been incurred for legitimate university business purposes and are reasonable in the context of the business activity;
 - b. verify that expenses claimed are in accordance with this Policy, related procedures/directives, and grant, research, and other agreements, if applicable; and

- c. ensure they have appropriate delegated signing authority.
- 4.3 It is the responsibility of the Financial Services Department reviewing Business Travel and Related Expenses claims to verify that:
- a. claims have been properly approved;
 - b. expenses claimed are in accordance with the Policy and related procedures and directives; and
 - c. expense claims include the required supporting documentation as outlined in the Policy and Business Travel and Related Expenses Procedures.

5.0 INTERPRETATION

Questions of interpretation or application of this Policy or its procedures and directives will be referred to the Vice-President, Finance and Operations whose decision is final.

6.0 DEFINITIONS

Approver means the person with authority or delegated authority through the *Signing Authority Policy* to make approvals of travel expense claims under this Policy.

Business Travel and Related Expenses means the costs and allowances incurred by an individual in the course of University business travel and include:

- travel, including transportation, accommodation, meals, and incidentals; and
- expenses paid by reimbursements of expense claims, purchases on University issued credit cards, and expenses related to the above activities.

Claimant means any person making a claim under the terms of this Policy.

Contractor(s) means a vendor engaged under contract with Royal Roads University that authorizes travel or the use of travel expenses.

Corporate Program(s) means a program, arrangement or agreement with external suppliers set up for use by Royal Roads University.

Employee(s) mean all persons on the payroll of the University.

Related Documents and Information

- [Business Travel Expense Procedures](#)
- [Travel Forms and Documentation](#) (for employees)
- [Frequently Asked Questions](#)
- [SharePoint Travel site](#)

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2018-Nov-30	Approved by Executive – effective 2019-Jan-01; current version
2021-Oct-21	Transfer to new template – no content change
2022-Jun-28	Administrative revisions; no content change
2023-May-16	Material re-write approved by Executive; rescinded Business and Travel Expense Directive and Business and Travel Expense Rate Schedule
2023-Jun-12	Implementation and effective date
2024-Jul-05	Next Review