



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

VICTORIA UNIVERSITY ADMINISTRATIVE POLICY

Travel and Hospitality Expense Reimbursement Guidelines

Approval Authority: Senior Administrative Managers

To request an official copy of this policy, contact:

Office of the Bursar
73 Queen's Park Cres. E
Victoria University
Toronto, ON M5S 1K7

Phone: 416-585-4507

Facsimile: 416-585-4580

E-mail: vicu.regents@utoronto.ca

Website: <http://www.vicu.utoronto.ca/about/financial.htm>

Victoria University is publicly funded; therefore, all expenses incurred on behalf of the University must reflect prudent and economical use of University's resources, and good judgment, and be defensible to an impartial observer. This guideline applies to employees and non-employees who have incurred expenses while conducting University business.

POLICY

Victoria University follows the University of Toronto travel reimbursement guidelines which are found here: <http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>

REIMBURSEMENT

Transportation (Air/Rail)

Travellers should request the lowest available fare at time of booking. Please note that the lowest available fare often is lower than the economy rate, but the traveller should take into consideration that such low fares may have restrictions such as being non-transferable or non-refundable.

Original receipts are required to support air/rail travel. In addition, while a boarding pass is not required, other acceptable documentation must be provided in a claim as proof of air/rail travel, such as a hotel bill, taxi/transit receipts to/from the airport/train station, or certificate of conference attendance. Note that granting agencies (such as SSHRC) might have their own policies on the requirement for boarding passes etc.)

Personally owned vehicle

The kilometrage rate allowed for use of a personally owned automobile while on approved University business is 54 cents per kilometre. This allowance is intended to cover all automobile operating costs, including gasoline, insurance, repairs and maintenance and tolls (maximum kilometre that can be charged is 500 Km, round trip)

Car rental

The standard is a mid-size car. Request the lowest available rate at the time of booking. The original receipt required is the customer copy of the rental agreement, account statement, invoice and receipts for gasoline purchases.

Accommodation

The standard for accommodation is a single room with a private bath in a business class hotel. Use of luxury accommodation will not be reimbursed. The original receipt required is the detailed statement of guest charges from the host establishment. If personal travel is combined with business travel then only the business component of the accommodation is reimbursable.

The traveler should choose an airfare that doesn't pose unreasonable hardship and/or provides the necessary itinerary to fulfill business requirements. For example, if the

conference ends at 4pm, it is expected that your departing flight will be on that day, if possible, and no additional night stay will be reimbursed.

MEALS

Actual costs, or a per diem allowance, may be claimed for meals on a Victoria University business related trip/event. The business purpose should be indicated on the expense claim. Only reasonable food and alcohol consumption is reimbursable. Actual costs are subject to maximums per person outlined in **Appendix A**.

Per diem

A per diem allowance may be claimed in lieu of actual costs. The per diem should be claimed only when meal costs are incurred and only while on University business, or during travel for University business.

The meal per diem allowance is not available where meals are included as part of another reimbursable item, i.e.:

- transportation charge – meal as a part of travel – For example, a traveller who begins or ends travel midway through the day should not claim the full daily allowance.
- conference fees
- accommodation

A fixed allowance covering meals and incidental expenses (e.g. gratuities for housekeeping and bellhops, etc.) may be claimed, without receipts, in lieu of specific expense reimbursement, as follows:

| | Canada | International |
|-----------------------|-------------|---------------|
| Breakfast | \$11.00 CAD | \$15.00 CAD |
| Lunch | \$17.00 CAD | \$22.50 CAD |
| Dinner | \$27.00 CAD | \$37.50 CAD |
| Total daily allowance | \$55.00 CAD | \$75.00 CAD |

Business Hospitality

Hospitality: The provision of a reception offering refreshments and meals to guests of the University. Refreshments refer to beverages and light snacks. Alcoholic beverages are subject to provisions of the granting agencies and the maxima presented in **Appendix A**.

Functions should minimize costs but be consistent with the following:

- the status or rank of the guest(s);
- the number of persons attending; and
- the circumstances

Appendix A (Meal Allowance for Hospitality) sets out maximum per person limits which must be used in planning all hospitality functions. In particular, the maximum per person cost limits for any form of hospitality may only be exceeded in unusual and non-recurring circumstances and must have the prior approval of the President or designate

Business entertainment of non-University employees should be limited to the cost of meals and beverages furnished in a hotel dining room or restaurant of an equivalent quality.

Employees will be reimbursed for business related meals (must meet criteria outlined in **Appendix B** below) when dining with other employees on a business trip, conference, reward, recognition or other appropriate business purpose subject to the maximum outlined in **Appendix A** below. In such cases, the most senior university employee attending should pay for the meal. The names of the individuals, or the group, in attendance must be indicated on the claim.

Example of Acceptable Standards for entertaining: a Guest Lecturer or candidate for a position for dinner:

Participants: guest, host, and up to 4 other participants (e.g. other faculty whom the guest wishes to meet with or who can best contribute to the conversation)

Price Point Examples:

- Meal: \$50 (approximately) per person (including tax and gratuities)
- Bottle of Wine: \$60 maximum (4-5 glasses per bottle) (include tax and gratuities)

In this example assuming 4 people attended the maximum reimbursable amount would be including tax and gratuities is \$270 ($\67.50×4) (See Appendix A for the set breakfast, lunch, dinner and reception amounts)

It is the host's responsibility to choose an appropriate restaurant, keep the number of attendees reasonable, and manage the consumption of alcohol.

Exceptional circumstances for events exceeding these amounts outlined in **Appendix A** **must** be justified in writing and approval obtained from the President or designate prior to the event.

To claim expenses, please follow these procedures:

1. Please fill out the [Victoria University form for reimbursement](#). "Expense Claim"
2. Submit the expense form along with the supporting original receipts and the appropriate authorizing signature to the Finance Office for reimbursement.

3. Please note that one up approval of person outlined in **Appendix B** part a) is required and the most senior person in attendance should be making the claim and all attendees disclosed in the details of the submission.

APPENDIX

APPENDIX A

Meal Allowance for Hospitality Maximum Per Person Cost (**must be supported by receipts)

Breakfast 2 times Per Diem meal allowance
Lunch 3 times Per Diem meal allowance
Dinner 2.5 times Per Diem meal allowance
Reception 3 times Per Diem Dinner meal allowance

Using Current Set Per Diem the Hospitality Maximum per Person Cost (including alcoholic refreshments) See column three for included tax and gratuities for Canadian submissions.

| | Canada | Canada including tax and gratuities | International |
|-----------|-------------|-------------------------------------|---------------|
| Breakfast | \$22.00 CAD | \$29.50 | \$30.00 CAD |
| Lunch | \$51.00 CAD | \$68.00 | \$67.50 CAD |
| Dinner | \$67.50 CAD | \$90.00 | \$93.75 CAD |
| Reception | \$81.00 CAD | \$108.00 | \$112.50 CAD |

APPENDIX B

Recipients of Hospitality

1) Employees

The following limitations are applied in regard to hospitality for University employees.

- a) All hospitality expenses such as beverages, meals, tours or other entertainment is only to be provided to employees who act as host to guests of Victoria University. This responsibility is normally assumed by the President, the Principals, the Bursar, the Executive Director of Alumni Affairs and Advancement, the Chief Librarian, Registrar, the Dean of Students and the Director of Services. Other employees hosting guests must be approved by the budget holder in advance of the event.

- b) Non-Alcoholic beverages may be offered to employees required to work through “breaks” otherwise called “coffee breaks”, when justified by their immediate supervisor. Such hospitality should be restricted to occasions of a formal nature where the dispersal of participants during a break period is not desirable. Managerial discretion and due regard for economy should be used in identifying such occasions and in ensuring that hospitality is not offered during meetings of close colleagues working together on a regular basis; Such events should be authorized by budget holders in advance.
- c) Refreshments, meals or both may be offered to employees who participate in work sessions extending over meal hours or beyond normal work hours and in accordance with existing collective agreements This type of expense should be approved by the persons mentioned in part a) above;
- d) Hospitality may be extended on behalf of the University when employees participate in meetings, to plan program-oriented work, in technical advisory committee meetings, or in departmental conferences; or when employees attend functions at which there are guests who are not employees with the understanding that the numbers of employees must not exceed the number needed to conduct University business; Such events must be approved in advance by the budget holder.
- e) Where alcoholic beverages are provided, a limit of one beverage per person will be reimbursed. If a bottle is purchased, it is assumed that one bottle serves 4 people and the maximum amount reimbursable for one bottle is approximately \$60; Charges in excess of these limits will not be reimbursable.
- f) Expenses related to planning business meetings (ex. retreats) held off campus for University employees must be pre-approved by the President;
- g) Allowable expenses for receptions on the retirement of an employee and to recognize the attainment of long years of service with the University as established in Victoria University’s Gift Policy.

2) Other Persons/Events

Hospitality may be extended on behalf of the University on the following occasions:

- a) When discussions on official matters are held with persons who are not University employees, including interviews with persons who are being considered for recruitment at the University, senior administrators of other universities, industry, public interest groups, seminars, or during special events such as events such as public openings;

- b) When persons visiting Canada as official representatives of universities, national or international organizations who are involved in activities related to those of Victoria University
- c) When the University sponsors formal conferences, and where other universities or external bodies are represented;
- d) when the university honours a distinguished person in recognition of exceptional service in Canada
- e) When a person who is not a university employee renders a service without remuneration;
- f) When a prestigious ceremony (e.g. sod-breaking, laying of a cornerstone, inauguration or opening) takes place, attended by dignitaries and guests;
- g) When special events take place such as convocations, traditional receptions, and other such events approved by the President.
- h) when other special events are held to enhance the University's public image approved by the president
- i) When business breakfasts and luncheons concerned with University business, or matters of particular interest to the university are held;
- j) When conference, seminars, displays and similar functions approved by the budget holder are held within their respective terms of reference.

Ineligible expenses

- Any expense deemed to be social in nature;
- Hospitality that does not serve the University's interests;
- Political fundraising events.