

FOMD TRAVEL TIPS

All expenses must be reasonable and reflect prudence, good judgment, due regard for economy, and be defensible to an impartial observer, (including but not limited to auditors).

Only the cost of the most effective and economical mode of travel will be reimbursed. Where the traveler has, for personal reasons, chosen to use a more costly mode of travel, the maximum reimbursement will be based on cost effective, reasonable economy rates.

Helpful Tools: (CCID Required)

[Travel Management Website](#)

[Travel Management Guide](#)

[Travel FAQ's](#)

Airfare & Associated Fees

Method of Payment: Airfare must be booked through the university travel agent by completing and submitting a [Travel Authorization form \(TAP\)](#). **COST WILL BE DENIED IF NOT BOOKED THROUGH MARITIME**

Required: Original receipt. Supporting approval documentation to upgrade class that supports the university portion of travel when personal travel is added (itineraries and demonstrated cost of the most economical, direct to and from the university portion of the trip).

Helpful travel tool: [Maritime Travel APP](#)

Allowable Associated Fees:

Baggage – 1 checked bag to and from location – Original receipts required

Seat Selection fees & Flight cancellation insurance - Original receipts required

Accommodations

Method of Payment: [Hotel Authorization Payment \(HAP\)](#) if possible, Non HAP Hotels UofA issued Diner's Card or P-Card if you have the correct permissions

Reimbursement is limited to the single occupancy rate for standard accommodation, or the lowest economy rate available, for conferences, the host hotel is preferred for safety reasons and to avoid additional costs such as taxis. Accommodation claims should be itemized separately from other eligible hotel charges. Original detailed receipt is required.

Associated Accommodations Costs: Hosted by Friends/Family – purchase of a gift as modest gesture of appreciation limited to \$20/day to max of \$300 for entire stay (No Alcohol) Receipts required.

Meal Allowance & Hosting

Method of Payment: UofA issued Travel Card (Diner's Card) or personal credit card.

Meals (allowance rates): Allowance rates are mandated at the university. No Receipts required.

Travel within Canada or USA: Full day rate \$70 CAD and \$70 USD/day Breakfast \$15, Lunch \$15 and Dinner \$30 + \$10 Incidental.

International Travel (including Hawaii) Full day allowance rate \$95 CAD/day Breakfast \$20, Lunch \$20 and Dinner \$45 + \$10 Incidental

Hospitality/working session and meetings meal reimbursement: Itemized receipt to include date and purpose of event, number and names of attendees, and cost of alcohol per person (if applicable). Receipt required. A credit/debit card chit or meal/bar entry on a hotel folio is not eligible for reimbursement.

Ground Transportation & Parking

Method of Payment: UofA issued (Diner's Card) P-Card if you have the correct permissions

Vehicle Rental: Limited to a compact, mid-size, full-size or SUV vehicle depending upon justifiable need. Rental fees, kilometer charges, fuel charges, road tolls and insurance coverage are reimbursable. Original Receipt required.

Private Automobile: Kilometer allowance - \$0.50 per kilometer. Rough road supplement of \$0.04 per kilometer. Mileage is limited to 1000 kilometers per entire trip (unless justified, documented and pre-approved by the Budget Owner). Google Map required.

Vehicle insurance: The cost to secure vehicle insurance that includes collision waiver, loss damage waiver and third party liability insurance for rental vehicle only. Original receipt required.

Ground transportation: public transit, train, taxi, and ride share service. Train service requires receipts at all times. If public transit, taxi or ride share service is used, the cost including gratuity is <\$75 and it **can be** demonstrated the service is for U of A business, no receipt is required.

Parking: Receipt required for actual cost of parking (excludes primary work location). Metered parking does not require a receipt if it is not available.

Conference Fees & Miscellaneous Expenses

Conference Fees: Limited to the fees required for conference activities. Optional conference activities such as golf tournaments or other entertainment are ineligible expenses.

Method of Payment: UofA issued Corporate Purchasing Card (P-Card) and/or UofA issued Travel Card (Diner's Card).

Internet or telephone charges: Limited to portion of actual cost related to U of A business.

Cellular phone charges: Itemized receipt from cellular phone provider. Must include all pages of the monthly statement and proof of payment.

Claimant's medical insurance and vaccinations: Limited to travel outside of Canada and the U.S. Reimbursement for actual cost. Original Receipt required

Visas and travel papers: Reimbursement for actual cost. Original Receipt required.