

Travelling for University Business or Research

When travelling for University business, attending a conference or for research purposes, the following summary of policies and procedures will help you navigate what is allowed and not allowed within Ontario Tech University policies and procedures.

Before you Travel/Booking Travel

- ⇒ The time period you can book travel for includes one day before your conference/meeting starts and one day after it ends.
- ⇒ When booking flights - book Economy fare, except for international travel with flight times greater than 9 hours—must be preapproved by your manager.
- ⇒ Advanced seat selection costs and trip cancellation insurance are allowed.
- ⇒ Rental Cars—University Purchasing Card Holders cannot use personal card.
- ⇒ If your travel is to a single location, use taxi or car service instead of a rental car (exceptions may apply for trips where research is conducted).

Travel & Parking at the Airport

- Mileage (50 cents/km), tolls, and parking are all allowable expenses.
- Commuting expenses from home to work are not allowed.

For example—if you travel to work for the morning and leave at lunch to catch your flight, the mileage between home and work are not allowed to be submitted, but you can submit the mileage between work and the airport.

Accommodations

- Travel of greater than 80kms from the University—overnight accommodation is allowed. Exceptions must be pre-approved by your VP.
- You are allowed to book a standard room.

While you are Travelling

- ⇒ While at a conference, save a copy of your agenda as proof of attendance. Please do not claim any meals if they were provided at the conference.

Submitting your Claim

- ⇒ Submit the receipt of the flight purchase, not just the itinerary.
- ⇒ Submit the agenda for any conference attended.
- ⇒ The hotel bill must be itemized (room cost, parking, meals, etc. must be broken out separately by day).

Note: This document is meant as a useful guide for employees submitting expenses. It is not meant to replace the expense procedure. Any contradictions between this document and the expense procedure, the expense procedure will take precedence.