

# TRAVEL AND CONFERENCE HANDBOOK

As per the *Travel and Conference Policy (CFO-3)*

**Version 1.1 May 1, 2023**

TRAVEL AND CONFERENCE HANDBOOK

As per the [\*Travel and Conference Policy \(CFO-3\)\*](#)

Office of the Chief Financial Officer

Concordia University

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# TRAVEL AND CONFERENCE HANDBOOK

As per the *Travel and Conference Policy* (CFO-3)

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## SCOPE

This handbook (the “Handbook”) provides University-wide administrative controls and procedures to ensure the clear interpretation and application of the *Travel and Conference Policy* ([CFO-3](#)) (the “Travel Policy”). The guidelines found herein will ensure efficient approval, reporting and reimbursement of travel and conference expenses incurred on behalf of Concordia University (the “University”).

This Handbook applies to the reimbursement of travel related expenses incurred for University purposes on all sources of funding administered by the University including but not limited to, operating, research and restricted funds.

With regards to research spending, Allowable Expenses, as such expression is defined in the Travel Policy, must be incurred to support research activities, and must comply with the University’s Travel Policy as well as with this Handbook.

The modalities of this Handbook complete the Travel Policy and are in addition to those set out in the Travel Policy. In case of conflict between the terms of this Handbook and the Travel Policy, the Travel Policy supersedes the Handbook. All capitalized terms have the meaning ascribed to them in the Travel Policy, unless otherwise set out in the Handbook. Faculties and units may, at their discretion, enforce more rigorous standards than the Travel Policy or Handbook.

## DEFINITIONS

**SAP Concur:** Travel & Expense module of SAP. Used to create expense reports for out-of-pocket, TCard & PCard transactions.

**Cost Object:** References SAP source of funding (Cost Center, Internal Order or WBS).

**Approver:** Refers to an expense report claimants’ one-up and/or the Cost Object owner (PI/Financial Manager).

**Concordia employee:** Full-time, part-time, contract, casual, or other faculty/staff member having an active employee ID. All employees have access to SAP Concur.

**Non-employee:** A visitor, guest, student other who incurs expenses on behalf of the University. Non-employees do not have access to SAP Concur.

**Delegate:** Concordia employee to whom approval authority has been temporarily delegated to by an approver. It can also refer to a Concordia employee to whom expense report creation has been temporarily delegated to by another employee.

**TCard program:** Concordia University’s Travel Card program.

**TCard Administrator:** Central travel card program administrator located in Accounts Payable responsible for the administration of the TCard Program for the University.

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## ELIGIBILITY OF ALLOWABLE EXPENSES

In order to be eligible for reimbursement, Allowable Expenses must be:

- Incurred by the Claimant or Traveler
- For a valid University purpose
- Sufficiently explained and documented
- Allowable Expenses claimed from an outside source are ineligible for reimbursement
- Verifiable by Financial Services and auditors
- Evidenced by proof of payment

For Hospitality (as such term is defined in the Policy on Hospitality, Meetings and Events, CFO-10 (the “Hospitality Policy”)) related expenses incurred during a conference, these may be included on the same Expense Report as the relevant conference provided, they clearly reference the Hospitality Policy and comply with all documentation and approval requirements found in the Hospitality Policy and related Handbook.

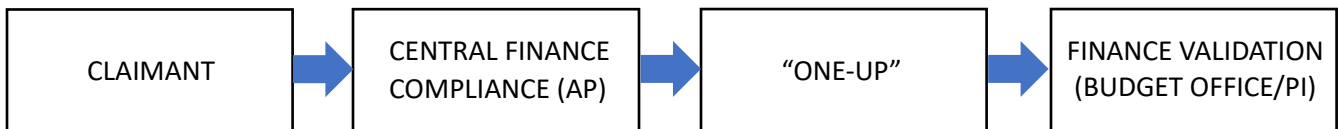
## EXPENSES CHARGED TO RESEARCH GRANTS

Allowable Expenses charged to research grants **must** comply with the University’s Travel Policy. For all other sponsor’s policies, when more restrictive than this Travel Policy, the sponsor’s policy will supersede. The University recommends that faculty, principal investigators, staff, and students review the relevant granting agency or sponsor policies and guidelines prior to incurring expenses.

If you require any clarification or confirmation if an expense is an Allowable Expense on any research related expenditures, do not hesitate to [contact your financial officer](#) within the Research Funds group of Financial Services. For research related travel, your related Concur expense report must include the following information:

### Concur Approval Workflow – Roles & Responsibilities

Automated Workflow Steps



\*Systematic approval flow is 1-way.

When the “one-up” approver & Cost Object Owner approves, the expense claim goes to the next step in the approval process. However, at any stage of the process, approvers can select "Approve & Forward" to add any user as an "ad-hoc" approver including an approver already in the systematic workflow for a particular expense report.

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## NEW ROLES & RESPONSIBILITIES IN CONCUR WORKFLOW

### 1. CLAIMANT

- Provides valid business purpose for all expenses claimed & cash advances
- Provides sufficient & appropriate supporting documents for all expenses claimed
- Allocates eligible expenses to Cost Objects with sufficient budget & valid dates
- Ensures ALL Tcard monthly transactions reconciled to monthly Tcard expense claim

### 2. CENTRAL FINANCE COMPLIANCE (ACCOUNTS PAYABLE)

- a. All compliance to University policies and to this Handbook is reviewed and validated by Accounts Payable.

- Ensures compliance to Policies
- Ensures sufficiency of supporting documents
- Ensures all required fields are accurately completed
- Ensures correct expense type/GL codes
- Ensures accurate tax allocation
- Validates itemizations where applicable
- Submits expense claims & cash advances or returns to claimant as applicable

### 3. ONE-UP/DIRECT MANAGER

- Validates business purpose of all expenses claimed & cash advances
- Validates expenses are appropriate as per claimant's position / functions
- Validates that the claimant is not on a leave of absence.
- Approves expenses claimed & cash advances, returns to claimant, or forwards to ad-hoc approver

### 4. COST OBJECT OWNER, FFO, OTHER

- Ensures expenses claimed are in a line with the spending on approved budgets
- FFO/Other: Ensures budget spending is in line with sector/faculty strategy
- Approves expenses claimed, returns to claimant, or forwards to ad-hoc approver

## RESEARCH TRAVEL - CONFERENCE/SEMINAR

If the purpose of travel is to attend a conference/seminar the following must be included with the Expense Report:

- Detailed conference/seminar program, itinerary or prospectus, which must include at a minimum:
  - Name of the event, location, inclusive dates, daily agenda of activities

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For research travel, the following must be included with the Expense Report:

- Business purpose of the trip (i.e. meeting agenda, schedule of site visits, invitation to speak at another institution, training course outline, etc.)
- Individuals or organizations visited and dates of each visit
- Sufficient details of all daily claims for expenditures relating to meetings, visits, training, etc.

## EXPENSE REPORT

- Complete a Concur expense report for out of pocket or TCard expenses.
- All monthly TCard expense should be reconciled to 1 monthly expense report and include all transactions (purchases, credits, returns, cash advances, fees, etc.) appearing on the related month's TCard statement.
- Each expense claim must have a relevant travel category, expense type and business purpose
- All mandatory fields for each expense being claimed must be completed
- Each expense must be allocated to one or more Cost Objects (Internal Order, Cost Center or WBS).
- Each expense being claimed must have relevant supporting documentation (detailed receipt, proof of purchase, other)
- The expense report must be free of exceptions in order to be submitted for approval

The claimant is responsible to reimburse the University for any over payment resulting from unused cash advances. This applies even when the claimant is no longer employed by the University. Financial Services will invoice the claimant for any unused cash advances that cannot be reconciled to an expense claim. The claimant will be responsible to send reimbursement payment to the University as per the instructions on the invoice.

**All University employees** are required to use SAP Concur to claim out-of-pocket and TCard expenses as well as reconcile cash advances.

## EXPENSE CLAIMS FOR VISITORS/GUESTS/STUDENTS

Out of country visitors/guests as well as students may claim Allowable Expenses in local or foreign currencies. Non-employees (any individual that is not considered an active employee), will not have access to Concur to claim expenses. A non-employee expense claim form is available for this purpose.

The Concordia employee who invited the visitor/guest/student, or who is responsible for the expenses they incur on behalf of Concordia, will be required to email the electronic expense claim form with instructions on how to proceed. The claimant will need to complete the necessary information on the expense claim form and return it to the Concordia employee by email along with images of relevant receipts and other supporting documentation. The Concordia employee will then be required to complete the remaining information on the form (funding source, expense types, other) and send the

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completed form, relevant receipts & supporting documentation, and approval of the owner of the account(s) expenses are allocated to (funding source) to [expenses@concordia.ca](mailto:expenses@concordia.ca).

Expense reimbursements to non-employees (visitors/guests/students) can be issued by electronic transfer in CAD or in foreign currencies or by check (CAD and USD only) as requested. The preferred payment method and reimbursement currency must be specified on the non-employee expense claim form. Please see the Concordia hub for instructions on how to request the non-employees' bank information for electronic payments. Further details on the above process for non-employee expense claim can be found on the Concordia hub at the following link under forms & guides / Accounts Payable: <https://hub.concordia.ca/carrefour/services/financial/forms-guides.html>

## SUPPORTING DOCUMENTATION

- Each expense being claimed must have relevant supporting documentation attached electronically (image from smartphone, e-receipt, other. Images of receipts must be itemized as outlined in the section entitled "Summary of Allowable Expenses").
- Acceptable formats of electronic receipts are the following: PDF, JPG, HTML, TIF or TIFF
- Claims for meal per diems, accommodation per diems, incidentals & personal car mileage do not require supporting documentation.
- Personal credit card statements are not acceptable supporting documentation for proof of payment and should not be provided.
- Boarding passes should be attached to an airfare expense as a good internal practice. Boarding passes are mandatory when the supporting documentation is insufficient to clearly demonstrate the traveler was at the destination.
- When meals are submitted pursuant to a clause in any collective agreement, it is important to comply with the relevant clauses when submitting a reimbursement.

## SUMMARY OF ALLOWABLE EXPENSES

The Expense Report must be comprehensive and include all expenses incurred related to the claim. As such, the Allowable Expenses to be reported must include as applicable, all transportation costs, detailed hotel bills, detailed meal receipts and other items. Detailed receipts are required for all Allowable Expenses being claimed except for mileage, per diem, and incidental claims.

Expense claims will be returned to the claimant in the following situations:

- Expenses are not supported by sufficient and appropriate receipts and other supporting documentation
- University purpose of the expenses is unclear
- Expenses are unallowable as per the Travel & Conference policy and/or other University policies as well as external organization policies as applicable
- Funding source(s) expenses allocated to have insufficient funds
- Expenses are unallowable as per the funding source(s) expenses are allocated to
- Expenses are outside the allowability dates of the funding sources the expenses allocated to



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- Pre-payment was already issued for transportation and other costs paid in advance using the TCard

## MISSING RECEIPTS

If a receipt is lost or unavailable, you must complete a missing receipt affidavit directly in Concur which will then become part of your expense report. When a missing receipt affidavit is completed, the funding source(s) of that expense(s) will **not** be admissible for the normal tax rebates as per Revenue Quebec and the CRA. Please be advised that only the claimant can complete a missing receipt affidavit in Concur and not a delegate or proxy.

## SUPPORTING DOCUMENTATION FOR ONLINE PURCHASES

For online purchases, the following information must be available on the receipts being provided by the claimant:

- Vendor name, address, telephone number, email address
- Vendor's GST/HST and QST identification numbers, if applicable
- Identification of the Claimant
- Details of goods/services purchased
- Amount paid and proof of payment

## APPROVAL OF ALLOWABLE EXPENSES

Approval of out-of-pocket and TCard expense reports is systematic in Concur. Approval of each expense report is based on the following:

- The claimant's direct supervisor as per the University's HR hierarchy
- The "owner" (Principal Investigator or financial manager) of the funding source(s) (Cost Object(s)) the expense(s) is allocated to (Cost Center, Internal Order or WBS)

Once an expense report is submitted by a University faculty or staff member, it is first automatically forwarded to Financial Services for compliance review and approval. After the Travel Desk compliance review is completed and approved, the expense claim will sequentially go through the approval workflow (first to the claimant's "one-up" approver and second to the owner(s) of the Cost Object(s) the expenses are allocated to). In Concur, the "one-up approver" is the immediate supervisor deemed to oversee the claimant for purposes of administration to approve expense claims. For example, the chairs are assigned by the system to be the "one-up approver" for principal investigators. Financial Services may return any expense report to the claimant for insufficient supporting documentation, or any other issue requiring the claimant to provide further explanations or supporting documentation. The claimant will be notified by email when a claim is returned to them by Financial Services.

Any "one-up" in the approval workflow may approve and forward the expense claim to another faculty or staff member using the "Approve and Forward function (ad-hoc approver). The individual that the

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expense claim is forwarded to, must either approve the expense claim or reject it. The latter will return it to the claimant. The ad-hoc approval step is captured in the expense claim's approval log. Roles & responsibilities for the ad-hoc approver can be defined within each unit and deployed in a customized local approach. Normally, when an ad hoc approver is added to the workflow, it is the approver with the

highest ranked position who is considered to have the responsibility to approve spending. The ad hoc approvers are incremental approvers, and this does not diminish the responsibility of the, the "one up approver". In the standard workflow the "one-up approver" and the cost object owners are considered mandatory approvers.

Approvals may be delegated during temporary absences of the Approver. Delegation of approval can only be to an employee at the same or higher hierarchal level in accordance with the *Policy on Signing Authority and Required Approvals (BD-1)*. Approval delegation is managed directly in Concur by the employee who wishes to delegate their approval authority to another employee.

A delegate has the same responsibilities toward the expense report as the employee that is delegating their approval authority.

An individual cannot approve their own expense claims. Where the Claimant is also the owner of the Cost Object(s) the expense(s) is allocated to, (i.e., the principal investigator of a research grant, or the department/unit head), the defaulted automatic approval required by the system will be from the Central Finance Compliance and claimant's "one-up" as recognized by the system.

## DEADLINE TO SUBMIT EXPENSE REPORTS

Out-of-pocket expense reports must be completed and submitted by the claimant or delegate within 90 days of the return date of the event for which Allowable Expenses are being claimed. For submission deadlines of TCard expense claims, please see section below on TCards.

## UNIVERSITY TRAVEL CARD (TCARD)

### General

The TCard is a University credit card available to permanent or contract faculty, principal investigators, and staff members to be used for University related **travel, conference, hospitality expenses and professional memberships**. Timesheet or casual staff are not eligible for a TCard.

The deadline to submit a monthly TCard expense claim in Concur, is the 15th of the month following the monthly statement (e.g., November TCard expense claim must be submitted by the cardholder by December 15th).

The Expense Report submitted must be complete and accurate, the Cost Object(s) the expense(s) is allocated to must be valid, have sufficient funds and expense types must be allowable under the Cost Object(s) the expense(s) is allocated to.

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\*The TCard is not intended to be used for the purchase of supplies, equipment or miscellaneous goods and services. For the purchase of goods and services, please contact [Procurement Services](#) for information on the related procurement channels; the University's Purchase Requisition system (Unity - SAP Ariba) and the Procurement Card (PCard).

When a TCard holder goes on sabbatical or on a leave of absence, it is the responsibility of the cardholder as well as the cardholder's immediate Supervisor to contact the TCard Administrator ([travelcard@concordia.ca](mailto:travelcard@concordia.ca)) to temporarily close the account. Once the cardholder returns from sabbatical or leave, it is also the responsibility of the cardholder as well as the cardholder's immediate Supervisor to authorize the TCard Administrator to reinstate the card.

If a TCard is lost or stolen the cardholder must immediately contact the card provider's client support. See Appendix 1 for the TCard provider's contact information. If a cardholder notices any charges which appear to be fraudulent, the cardholder must report this to the card provider's client support line immediately.

Failure to use the TCard according to the terms and conditions of use will result in the suspension of the credit card by Financial Services.

## REQUESTING A TCARD

Send an approved [TCard Application Form](#) (under Services & Resources) by email to the TCard Administrator in Accounts Payable at [travelcard@concordia.ca](mailto:travelcard@concordia.ca)

## PAYMENT OF THE TCARD MONTHLY CREDIT CARD STATEMENTS

**Financial Services will automatically issue payment to the card provider every month for the full balance of your TCard monthly statement. Under no circumstances should the cardholder issue any payment directly to the credit card provider.**

Personal expenses are foreseen to potentially be charged to TCard in error or when a claimant extends a trip's duration for personal purposes. In these circumstances, the full amount of the personal charge must be reimbursed to the University by selecting the "personal Purchase" option in Concur. If there is any TCard charge that remains unreconciled in Concur after the submission deadline date, the full amount of the personal charge must be reimbursed to the University. For any card expenses for which the Cardholder or Accounts Payable selects "personal Purchase", this will trigger a receivable process. The cardholder will receive a notice by email, with instructions on how to reimburse the University for the personal purchase(s).

Every month, cardholders are responsible to submit a complete and accurate Expense Report in Concur that includes **all transactions** listed on the related monthly statement no later than 15 days following the statement date. It is good practice that the monthly TCard expense report balances with the total as per the related month's TCard statement. Submitting multiple expense reports for a particular month's

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card transactions is strongly discouraged. If there are no transactions on a particular monthly statement, an expense report does not need to be submitted. Repeated failure to submit monthly TCard expense reports on a timely basis will result in the TCard being temporarily or permanently cancelled.

**It is strongly recommended to faculty, principal investigators and staff who travel for University purposes to use the TCard for all Allowable Expenses incurred.**

### Waiver of Liability

The agreement between Concordia University and the Tcard card provider provides that Concordia is jointly and solidarily liable towards the Tcard provider together with the cardholder for all charges incurred by the cardholder **except if**:

- Concordia University has already reimbursed the cardholder for the charges incurred; or
- The charges incurred by the cardholder are Personal Expenses; or
- Concordia University invokes the waiver of liability on charges that were paid by the University at the due date, but for which the Claimant failed to provide the appropriate Expense Report within the 15-day period mentioned above.

## GENERAL PROCEDURES FOR TRAVEL EXPENSES

### Booking Travel

When booking travel, items such as cost, time spent travelling and convenience must be considered in order to promote the most efficient use of the University's resources.

In the normal course of business, it is strongly recommended to book all modes of travel at least one month in advance, when possible, to take advantage of lower rates. Earlier bookings typically are less expensive than bookings made closer to the travel date.

When travelling, the University will recognize the possibility to plan departure or return dates to allow 1 or 2 days prior to the event start or end date. No more than a total of 2 additional days' worth of travel expenses (prior and after the event) will be reimbursed for travelling.

### University Appointed Travel Agencies

Faculty and Staff member may use one of the University's appointed travel agencies to book airfare, train fare and hotels for themselves or students/guests of the University as required, to take advantage of their services and rates. When booking travel with a University appointed travel agency, the requester will be required to provide their TCard to issue payment directly to the travel agency. See **APPENDIX 1** for a listing of the University's current official travel agencies and their contact information.

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## Other Travel Agencies

- Travel can be purchased through other travel agencies for equal or lower amount compared with a University appointed travel agency
- A quote from a University travel agency must be provided with the related expense claim
- The lower amount between the quote and the amount claimed will be reimbursed

## Online

- Travel may be purchased from online travel brokers (e.g. Expedia.ca, Hotels.com)
- Travel can be booked directly from an airline, rail company, hotel etc. (e.g. aircanada.ca, viarail.com)
- No quotes required from University travel agencies for online purchases of travel

## Local Hotels

- Corporate rates are provided with multiple local hotels for visitors/guests of the University
- Local accommodations should be booked with these hotels to take full advantage of services and favorable rates (see **APPENDIX 1**)
- To book hotels for visitors/guests of the University, please refer to the local hotel booking procedure found in **APPENDIX 1**

## REIMBURSING PRE-PAID TRAVEL

If the traveler has booked and paid for airfare, conference/seminar registration, hotels, and other travel related expenses in advance of a trip, the following scenarios will apply:

- If travel and other related expenses were paid for using a Tcard, payments to the credit card provider will be issued as per normal standard procedure (see section - Payment of the Tcard Monthly Credit Card Statements) The cardholder's monthly expense report must include all pre-paid travel costs as per the related monthly statement and submitted within the normal deadline.
- If travel and other related expenses were paid for personally, reimbursement will occur **only once the traveler returns from the trip** and submits an out-of-pocket Expense Report in Concur

## Other Considerations

If a Claimant extends a University trip (for personal reasons) beyond the dates related to the University's purpose or chooses to travel prior to the official start of the work-related trip, the following must be provided with the Expense Report:

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- A quote from one of the University's appointed travel agencies or from an online provider (such as Expedia.ca) for the transportation cost of the trip for the dates related strictly to the University related event.
- The lower amount will be reimbursed.

All expenses related to the personal portion of a trip that have been paid for using a University Tcard must be tagged as "personal purchases" on the related Tcard expense report and will require reimbursement to the University. Please see section entitled "**Payment of the Tcard Monthly Credit Card Statements**" for more details on this process.

All Expense Reports related to travel claims must be submitted using Concur. Every month, you will receive email notification from the Tcard provider that your monthly statement is available. The notification will provide a link to the Tcard provider's client portal where you can access the monthly

statement. It is strongly recommended to submit your monthly Tcard Expense Report immediately once your Tcard monthly statement becomes available. The monthly Tcard Expense Report must be submitted in Concur by the cardholder or a delegate no later than **the 15th of the month following the purchase cycle (e.g., October Tcard expense report must be submitted in SAP Concur no later than November 15).**

## EXPENSES CLAIMED IN FOREIGN CURRENCIES

Reimbursement in the local currency for the total amount claimed may be requested. In all instances, the source of funding will be charged in the CAD equivalent.

Concur will convert expenses claimed in foreign currencies to the local currency (CAD) at the historical exchange rate as per the date the expense was incurred. The historical foreign currency rates are uploaded to Concur from Oanda.com. Should you select a different foreign currency exchange rate, supporting documentation for the exchange rate used must be provided (online rate or rate charged by credit card provider). The exchange rate used must be consistent with the date the expense was incurred.

When the Claimant does not provide appropriate documentation to justify the exchange rate selected, the standard historical exchange rate derived in Concur will be used.

For foreign currency transactions on the Tcard, the expense amount in CAD will automatically be uploaded to Concur as per the exchange rate from the Tcard provider on the date of the transaction. This exchange rate cannot be changed.

## RECORD KEEPING

Financial Services is responsible to ensure the University's accounting records comply with all internal and external document retention regulations. Financial Services is also responsible to respond to Access to Information requests and internal and/ or external audit requests as required.

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For all expense claims processed in Concur, Financial Services strongly recommends keeping the original paper or electronic receipts until the date the expense claim is reimbursed.

## ELIGIBLE TRAVEL EXPENSES

<b>AIRFARE</b>	
Cost	<p>Economy class airfare. When possible, efforts should be made to book airfare in advance to take advantage of savings.</p> <p>Airfare in any other class greater than economy will be allowed when one of the below conditions is met:</p> <ul style="list-style-type: none"> <li>a) The actual total flying time is greater than 9 hours. For example, a flight with two legs (first 2 hours, and second of 7.5 hours) will be allowed on business class.</li> <li>b) A health condition exists, and prior approval is obtained by the immediate Supervisor for the faculty / principal investigator or staff member. This approval must be in the supporting documentation of the related expense report.</li> </ul> <ul style="list-style-type: none"> <li>• When the conditions for flying business class are met, the University will also allow a “seat upgrade”.</li> </ul> <ul style="list-style-type: none"> <li>c) Business class fare can be demonstrated to be more economical than economy class fare for same destination and timeframe (for example if a promotional deal is available.) The Claimant must demonstrate the cost savings and will have to include a quote for the economy fare option.</li> </ul>
Supporting Documentation	Copy of e-ticket (which must include passenger’s name, flight information such as date, origin and destination, flight number)
Other	Flight cancellation insurance is an allowable expense. Where additional medical coverage is warranted, such coverage shall be considered an

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	<p>allowable expense. If the source of funding is a research grant, prior approval is required from your Research Funds Financial Officer. No other form of travel insurance is reimbursed.</p> <p>Expenses related to stopovers that are unnecessary for University or research purposes and that are avoidable will not be reimbursed. When circumstances warrant the need to change the original flight date(s) or time, the fees associated with the change will be reimbursed.</p> <p>An explanation as to the reason for the change must be provided in the comment field of the change fee expense to minimize delays. It is also advisable to make any flight changes as earlier as possible to keeps costs low.</p> <p>The cost associated for a <b>Seat Selection</b> upon booking will be reimbursed.</p> <p>Excess luggage fees when necessary for the purpose of the trip are Allowable Expenses. It is encouraged to use a Tcard to book airfare.</p>
<b>RAIL FARE</b>	
<p>Cost</p>	<p>Economy class fare. Business class fare is allowable for day trips (departure and return are same day) if it does not exceed economy rail fare for the same destination. Rail business class may be allowed when travel by air is more expensive for the same destination and travel period and travel by rail is sensible.</p> <p>The claimant must add a quote to demonstrate the cost savings except when travelling to and from these cities:</p> <ul style="list-style-type: none"> <li>• Montreal – Toronto</li> <li>• Montreal - Ottawa</li> <li>• Montreal - Quebec</li> </ul> <p>Roomette class rail fare is allowable if overnight travel is necessary.</p>
<p>Supporting Documentation</p>	<p>Copy of e-ticket (which must include passenger’s name, dates of trip, origin and destination).</p> <p>See Appendix 1 for corporate discounts with ViaRail and process to create an account.</p>



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<b>ACCOMODATION</b>	
Cost	Standard room rates (accommodation should be convenient and comfortable in the circumstances) or per diem rate as per <b>APPENDIX 2</b> if staying with family/friend. Per diem accommodation rate paid in CAD. For per diem accommodation claims, please select the expense type “Friends & Family” in Concur.
Supporting Documentation	Copy of <b>detailed</b> hotel bill (folio) with proof of payment or copy of electronic receipt.
Other	<p>For per diem accommodation, the Expense Report must include the business purpose of the trip, location, and inclusive dates of the trip (itinerary).</p> <p>Where meals are charged to a hotel bill, the detailed restaurant receipt is required. Hotel expenses must be itemized in the Concur expense claim (i.e., charges for nightly rate, food/beverage, parking, internet charges, etc., must be itemized to the correct expense type.</p> <p>When the nightly rate exceeds CAD350, a comment as to the reason for this charge must be provided on the Concur expense claim.</p> <p>Please see Appendix 1 for corporate rates with local hotels and process to book hotels.</p>
<b>RENTAL VEHICLE</b>	
Cost	<p>Rental fees, fuel charges, insurance coverage (if necessary) and kilometers/mileage charged by the rental company.</p> <p>See Appendix 1 for rental vehicle corporate rates and instructions on renting vehicles for business use.</p>
Supporting Documentation	Rental car company receipt. Gas receipt(s) if applicable.
Other	Rental insurance is (collision coverage and third-party liability coverage) is <b>not required</b> when renting the below vehicles for University purposes <b>in Canada or the United States</b> .

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	<ul style="list-style-type: none"> <li>• rental cars (light commercial vehicles)</li> <li>• vans (light commercial vehicles)</li> <li>• heavy vehicles</li> <li>• trailers</li> </ul> <p><b>To be eligible for the University’s rental insurance for vehicle rental in Canada or the United States:</b></p> <ul style="list-style-type: none"> <li>• The vehicle rental contract/invoice needs to be in the name of Concordia University for any university-purpose travels; or</li> <li>• In the case where the vehicle rental company does not print “Concordia University” on the contract/invoice, the rental contract/receipt should instead be signed as: "Driver's Name, For Concordia University". In addition, Concordia's T-card must be used to pay for the vehicle rental.</li> </ul> <p><b>For any other type of rental vehicle, insurance must be explicitly purchased from the rental company.</b></p> <p><b>For all rentals outside of Canada or the United States, insurance must be explicitly purchased from the rental company.</b></p>
<b>PERSONAL VEHICLE</b>	
Cost	Per diem KM rate. See Appendix 2 for per diem KM rates.
Supporting Documentation	<p>No supporting documentation is required for per diem kilometer claims.</p> <p>When travelling locally, the SGW or Loyola campus address must be the starting point to count kilometers eligible for mileage reimbursement. Distance travelling from home to the event, or from the event back home is not appropriate.</p>
Other	<p>Traveler must ensure that personal vehicle insurance is adequate. A minimum of \$1,000,000 third party liability insurance is recommended.</p> <p>When using a private vehicle, the Claimant accepts all risks, and any financial, material, or</p>

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	<p>other loss due to an accident or any other unforeseen event will not be covered by the University.</p> <p>Per diem kilometer rate is reviewed periodically and subject to change.</p> <p>Use of a private vehicle should be limited to those trips where no other suitable form of transportation is available or where a private vehicle is more efficient, considering all costs, time, availability, and itinerary.</p>
<b>MEALS</b>	
Cost (for travel and conferences)	Actual cost of meal or per diem meal allowance.
Actual cost of the meal	<p>Detailed restaurant receipt (including name of restaurant, date, items purchased, amount and tip) as well as proof of payment (credit / debit card or cash receipt).</p> <p>In exceptional cases where a detail receipt is unavailable, <b>the Claimant</b> must complete a Missing Receipt Affidavit directly in Concur for the expense.</p> <p>For any given trip, either meal receipts or per diems can be claimed, not a combination of both.</p>
Per-diem meal allowance	<p>When claiming a per diem or meal receipt for a meal that is clearly provided as part of a conference, seminar, or other event's registration fees; justification must be provided by the Claimant in the comment field of the expense item. A meal receipt must be presented in this situation.</p> <p>A traveler cannot claim per diem where a meal is included in the transportation cost, accommodation rate or otherwise included in another expense already claimed.</p> <p>When claiming per diem meal allowance, restaurant receipts are not necessary.</p> <p>Meal per diem rates are set in Concur and based on the location of travel.</p> <p>See <b>APPENDIX 2</b> for meal per diem rates by geographical location.</p>

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	A 2-way travel itinerary must be completed (departure and return) to generate daily allowable per diem rates. Please do not complete a travel itinerary if you will not be claiming meal per diems. Meal per diem rates are subject to change.
<b>PARKING</b>	
Cost	Actual parking cost.
Supporting Documentation	Parking receipt for lot parking and meter parking.
Other	<p>University purpose of trip must be provided. On campus parking by Claimant, other than visitor is generally not considered an eligible expense.</p> <p>Claimant should consolidate all parking receipts on their Expense Report by location (e.g., one expense line for all parking receipts in Quebec, one line for all parking receipts in Ontario, etc.).</p>
<b>OTHER TRANSPORTATION – TAXI OR OTHER SIMILAR SERVICE, PUBLIC TRANSIT, SHUTTLES, TOLLS</b>	
Cost	Actual cost of transportation.
Supporting Documentation	Taxi (or other similar service) receipt, public transit, bus/shuttle ticket or receipt, toll receipt. For other transportation expenses, business purpose of trip, dates, starting point and destination must be provided (itinerary).
Other	<p>Taxis (or other similar service), public transit, tolls for travel between home and the University are generally not considered Allowable Expenses.</p> <p>Uber and other similar services are allowable.</p>
<b>CONFERENCES, SEMINARS, EVENTS</b>	
Cost	Actual cost of conference, seminar, and event.
Supporting Documentation	<p>Detailed conference, seminar or event program, prospectus or agenda including the title, location, and inclusive dates.</p> <p>Proof of payment (confirmation of payment if paid online).</p>
Other	All costs related to attend conferences held in Montreal will be reimbursed via the Travel and Conference policy. Transportation costs are limited to local transportation such as taxis, public transport or mileage.

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DRY CLEANING	
Cost	Actual costs. Expenses are permissible for trips having a duration of more than 10 days.
Supporting Documentation	Dry cleaning receipts.
INCIDENTALS WHILE TRAVELLING	
Cost	Gratuities, tolls, other. For daily incidental per diem rate, see <b>APPENDIX 2</b> .
Supporting Documentation	No supporting documentation required for daily incidental claims.
GUEST ACCOMODATIONS	
Cost	When accepting an invited guest to stay with a Concordia member for University related business trip. For daily accommodation per diem rate see <b>APPENDIX 2</b> .
Supporting Documentation	Information about the approved event including time, location and venue must be provided in the comment field of the accommodation claim(s).

Other Allowable Expenses such as but not limited to the list below, may be submitted for reimbursement:

- Immunization and/or medication necessary for international travel not covered by insurance
- Foreign exchange fees and travel visas for international travel
- **Internet charges** are allowable when charged to a university Professional Development Fund and will be treated as a taxable amount. Internet charges must be paid with personal funds and submitted for reimbursement as described in the Professional Developments and Scholarly Research Allowance Directive

## DISALLOWABLE EXPENSES

Expenses that are Personal Expenses are not Allowable Expenses. Personal Expenses, such as the ones listed below, will not be reimbursed. Please note that this is not a comprehensive list of all Personal Expenses, and Personal Expenses could encompass expenses not listed below:

- Expenses that are personal in nature
- Expenses reimbursed by another organization or funding source
- Expenses of a travelling companion (\*)
- Any computer hardware or software purchases regardless of the dollar amount (no desktops, laptops, tablets, peripherals)
- Any equipment regardless of amount
- Traffic violations

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\*Companions may accompany a University member during a University related trip, however all incremental costs constitute Personal Expenses and cannot be claimed as Allowable Expenses. An exception to this will be made only if expenses for a companion are expressly permitted by a research grant or contract.

## MISCELLANEOUS NON-TRAVEL RELATED EXPENSES

- Professional memberships
- Moving expenses subject to the hiring arrangements

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## APPENDIX I

### TRAVEL AGENCIES

#### **University appointed Travel Agency**

You may choose to book travel directly with the University appointed travel agency. When doing so, you will be required to issue payment directly to the travel agency using your Tcard. The travel agency will no longer directly bill the University for travel booked by University employees.

#### **Direct Travel**

Contact: Mr. Arif Khan

Phone: 514-871-8888

Mobile: 514-586-3148

Office: 514-748-2522

Toll Free: +1 800 263 1163

#### **University Tcard**

Card provider: BMO Bank of Montreal

For general inquiries, please refer to the number on the back of your card. If you need to report a lost or stolen card, or require emergency card services, please call:

- Canada & USA: (800) 361-3361
- International: (514) 877-0330

Tcard Administrator in Accounts Payable: [travelcard@concordia.ca](mailto:travelcard@concordia.ca)

#### **Car Rental**

Please see "[Travel by Car](#)" section on the Concordia Hub for process on car rental.

#### **Rail Travel**

Please see "[Travel by Train](#)" section on the Concordia Hub for corporate rates with Via Rail and how to create a corporate account.

#### **Preferred Hotels**

Please see "[Hotel Accommodations](#)" section on the Concordia Hub for corporate hotel rates and process to make a hotel reservation.

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## APPENDIX 2

### PER DIEMS

#### Meal per diems

	Canada \$60.00/day	USA \$60.00 USD/day
<b>Breakfast</b>	\$11.00 CAD	\$11.00 USD
<b>Lunch</b>	\$18.00 CAD	\$18.00 USD
<b>Dinner</b>	\$31.00 CAD	\$31.00 USD

Geographical Location	Daily Total	Breakfast	Lunch	Dinner
Eurozone + UK	€110	€20.50	€32.50	€57.00
Outside Eurozone/Asia/Oceania/Middle East	CAD110	CAD20.50	CAD32.50	CAD57.00
Africa/South & Central America	CAD88	CAD16.50	CAD26.00	CAD45.50

\*The eurozone, officially called the euro area, is a monetary union of 19 member states of the European Union (EU) that have adopted the euro (€) as their primary currency and sole legal tender. The monetary authority of the eurozone is the Euro system. Eight members of the European Union continue to use their own national currencies, although most of them will be obliged to adopt the euro in the future.

The eurozone consists of Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain. Other EU states (except for Denmark) are obliged to join once they meet the criteria to do so.[8] No state has left, and there are no provisions to do so or to be expelled. Andorra, Monaco, San Marino, and Vatican City have formal agreements with the EU to use the euro as their official currency and issue their own coins. Kosovo and Montenegro have adopted the euro unilaterally, but these countries do not officially form part of the eurozone and do not have representation in the European Central Bank (ECB) or in the Eurogroup. [14]

For any per meal diem claims for non-eurozone countries as per above, please use the per diem rates for "Outside eurozone".

#### **ACCOMMODATION PER DIEMS**

Per diem of \$45CAD for accommodations if staying with family/friends is an allowable expense. No receipt is required for this expense type.

#### **GUEST ACCOMODATIONS PER DIEMS**

If you are accommodating a guest or visitor in your home a per diem of \$45CAD/day may be claimed. No receipt is required for this expense type.



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### **KILOMETER - PER DIEMS**

Kilometer reimbursement for use of personal vehicle is \$0.52\$/KM (paid in CAD). When carpooling with one or more people, \$0.62/KM (paid in CAD). No receipt is required for this expense type.

### **INCIDENTALS - PER DIEMS**

For out-of-pocket expenses where no receipts are available such as gratuities and tolls. Employees may claim a daily incidental of \$10.00 (reimbursed in CAD). No receipt is required for this expense type.

For any other information, contact the Accounts Payable general email: [expenses@concordia.ca](mailto:expenses@concordia.ca)