



Fast Facts CORPORATE TRAVEL

What can I claim for reimbursement?

	<u>Limitations/Exceptions</u>
<u>Accommodation</u>	
Hotel	Yes ... limited to single room rate per traveller
Gratuitous	Yes ... payable to traveller when lodging with friends or family while travelling on University business (\$20 Cdn/night)
<u>Air Travel</u>	
Airfare	Yes ... coach/economy class; airline ticket and invoice or e-confirmation and boarding pass are required
Airport Departure and Security Taxes	Yes
Cancellation Insurance	Yes ... required on non-refundable tickets
Frequent Flyer Points	NO ... enrolment fee is not eligible for reimbursement. Travellers cannot seek cash reimbursement for airline tickets purchased with frequent flyer points
Personal Travel Insurance	NO ... except where traveller is visitor/student and is not covered under the University's policy
<u>Ground Travel</u>	
Airport Limousine	Yes ... airport limousine or bus is recommended
Car Rental	Yes ... daily vehicle insurance coverage must be acquired. If you use the corporate travel credit card (AMEX or Diners), you must waive the Loss and Damage Waiver (LDW) in order to qualify for the credit card's insurance, however, you must still purchase the liability coverage. Note: the Loss and Damage coverage on the credit cards applies for only 31 days
Privately Owned Vehicle	Yes ... the kilometre allowance is designed to cover vehicle operating costs, including gasoline, insurance, repairs and maintenance. The current auto allowance is \$.40/km. When claiming for multiple trips, please attach a log indicating the date, destination and purpose of trip to the expense claim
Parking/Highway & Bridge Tolls/Ferries	Yes ... wherever possible, obtain a receipt
Rail	Yes ... club car for day travel, or standard lower berth or roomette for overnight travel
Taxi/Bus	Yes ... wherever possible, obtain receipt
Traffic/Parking Violations	NO ... this is a personal expense and is the responsibility of the traveller
Vehicle accident/damages/repairs	NO ... this is a personal expense and is the responsibility of the traveller

Meals

Without receipts	Yes	... per diem rate applies. Payable to the traveller <u>only</u> Canada: \$48 Cdn/day (\$10 breakfast, \$13 lunch, \$25 dinner) Outside Canada: \$48 US/day (\$10 breakfast, \$13 lunch, \$25 dinner)
With receipts	Yes	... if reasonable and accompanied by itemized receipt on company letterhead. Please include names of attendees when requesting reimbursement for a group meal.

Registrations

Yes ... proof of payment is required

Other

Child care expenses	NO	... exception. Federal Granting Councils allow child care expenses for a nursing mother and overnight babysitting for single parents
Fax and e-mail charges	Yes	... if reasonable
Interest/delinquency charges	NO	... it is the responsibility of the traveller to ensure that personal and corporate credit card balances are paid on time
Laundry/dry cleaning	Yes	... if reasonable, after seven consecutive days of travel
Lost or stolen items	NO	
Meals included in another item	NO	... e.g. conference fee, transportation (air flight) charge, accommodation
Movies	NO	
Non-business/personal expenses	NO	
Pet care expenses	NO	
Telephone charges	Yes	... if reasonable. Personal calls are at the discretion of the authorized approving officer
Transaction fees levied by travel agency	Yes	
Travelling companions expenses	NO	... expenses related to a spouse or travel companion are deemed personal
Unnecessary stopovers	NO	
Visas, passports, photographs, immunization shots	Yes	... if reasonable and required for specific international business travel

FREQUENTLY ASKED QUESTIONS.....

Does McMaster have a preferred travel agency?

Yes....BCD Travel in Mississauga is our preferred travel agency. You can contact them
by telephone: 905-267-2959
by e-mail: travel@mcmaster.ca
or by University extension: 24870 (if you have 36' Toronto line feature on your phone)

How do I pay for my travel and business entertainment purchases?

- É Corporate Credit Card - Diners Club MasterCard
- É University Account - when booking through TQ3 Travel Solutions, expenses are advanced against the traveller's University account. Simply complete an expense report on completion of the trip
- É Personal Credit Card
- É Cash Advance using the corporate credit card at any ATM
- É Accountable Advance Request for advance payments (e.g. conference registration) or cash advances (10 working days prior to departure)

How do I submit a reimbursement claim?

To claim travel-related and business entertainment expenses complete an Expense Report. Forward the completed form and supporting original receipts to Accounts Payable, Downtown Centre (DTC), room 403.

What kind of back up is required to support my expense claim?

Original itemized receipts on company letterhead. Neither credit card statements nor credit card slips are acceptable substitutes for original itemized receipts unless approved by the authorized approving officer and allowed by the granting agency.

I've lost my original receipt, what do I do?

In instances where an original receipt has been lost, submit a copy of the credit card statement or credit card slip together with an explanatory note signed by the traveller. If you did not charge the expense to your credit card, simply attach an explanatory note signed by the traveller.

I was not issued a receipt, what do I do?

Attach as much information as you have, e.g. credit card statement, e-mail confirmation, to an explanatory note signed by the traveller.

I booked my airfare over the web. No original receipt was issued?

All claims for reimbursement require supporting documentation that confirms the cost of the expense. When you book airfare on-line you will receive some kind of confirmation by e-mail or fax, credit card statement, or itinerary. Don't forget to also attach your boarding pass.

How long do I have to submit a reimbursement claim?

Claims for expenses that are older than twelve months will **not** be reimbursed.

My trip is being partially funded by an outside agency. What do I do?

In cases where the cost of a trip is partially funded by an outside source requires original receipts, the original receipts must first be submitted to Accounts Payable with the Expense Report. The Accounts Payable Associate will stamp and date these receipts and return them to the claimant.

Questions?

If you have any questions concerning McMaster corporate travel policies and procedures, please contact

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