



POLICY 2.16 – Travel & Expenses Reimbursement Policy

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Travel Policy Supplement as Related to Research

Related University Policies:

Effective Date: May 4, 2017

Supersedes: November 24, 2011; January 13, 1997

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I. PURPOSE

To establish guidelines for all business related travel and expenses paid from all University administered funds. This Policy is in accordance with all applicable federal and provincial legislation including, but not limited to, the Canada Revenue Agency (CRA), the Treasury Board of Canada Travel Directive and the Broader Public Sector (BPS) Accountability Act and all related directives.

II. DEFINITIONS

Approver: The authorized approver must have authorization over the account(s) being charged when

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Hospitality: The provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for:

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### SCOPE & RESPONSIBILITIES

#### Travellers:

All University employees, students and any other individuals travelling on University of Western Ontario business must abide by this Policy and the Related Procedures.

#### Online Travel & Expenses Claim Approvers:

Approvers are assigned at the departmental level and have primary responsibility for ensuring compliance with this Policy and Related Procedures. When approving claims, Approvers must:

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- process reimbursements in a timely manner; and
- properly record and report any taxable reimbursements identified during audit of expense reimbursements.

Research Finance:

Research Finance, within Financial Services, will help determine which travel expenditures are