

This protocol is applicable to all members of the University of Guelph-Humber community. This document provides a summary of the most common expenses the community may incur, and as such, it is a supplementary directive of the [Humber College Expense Reimbursement Policy and Procedure](#), and the [Humber College Purchasing Policy and Procedure](#).

Under the approval of the University of Guelph-Humber Vice-Provost, elements of this protocol will supersede the Humber College Expense Reimbursement Policy and Procedure, and the Humber College Purchasing Policy and Procedure, if a discrepancy occurs.

Guidelines

Travel and Transportation:

When travelling out of the province of Ontario, the Claimant must attach the [Business Travel Request Form](#) to their claim. The Business Travel Request Form MUST be approved prior to booking any travel.

Airline: All air travel must be economy fare. For direct flights over 8 hours, Economy Plus fare may be allowed with written approval from the Vice-Provost/Associate Vice-Provost PRIOR to booking travel.

Mileage: Travel shall be made at the approved mileage allowance rate, and a map of the route must be attached to the expense claim. The route of origin must be from the University of Guelph-Humber campus or the originating location (e.g., home), whichever is the closest to the destination.

For travel between the University of Guelph-Humber and the University of Guelph, 75 km (one way) is the approved standard (no map required).

Tolls: Expenses for toll roads in the GTA will not be reimbursed. Exceptions, for specific business needs, may be approved directly by the Vice-Provost/Associate Vice-Provost in advance of travel.

Rental car: All rental car usage must be approved in advance by the Vice-Provost/Associate Vice-Provost. A compact model or equivalent is allowed (luxury and sports vehicles are not permitted).

Taxi: Use should be limited to travel to and from the airport, and in special circumstances. Approval by the budget holder should be gained, when possible, prior to the charge.

Train: All train travel shall be at economy fare.

Other: Whenever possible, local public transportation, including hotel/airport shuttle, should be used.

Meals:

Meals not covered through a hotel or as part of a conference will be reimbursed as per the provided receipts, and up to the following limits:

| | Reimbursement Type | Breakfast | Lunch | Dinner | Maximum |
|---------------|--------------------------|-----------|-------|--------|---------|
| Canada | Actual Cost with Receipt | \$ 10 | \$ 20 | \$ 30 | \$ 60 |
| U.S. | Actual Cost with Receipt | \$ 10 | \$ 20 | \$ 30 | \$ 60 |

Where meals are provided by the hotel or as part of a conference, the \$60/day limit will be reduced by the appropriate amount.

International: Employees may choose to claim a per-diem meal allowance or submit receipts for actual meal costs, but not both. Per-diem amounts will be reimbursed for the cost of meals as outlined by country and/or city in the [National Joint Council Travel Directive](#). These rates are maximum per-diem amounts and do not require receipts. The total international per diem amount should be defined in advance of travel and included in the Business Travel Request Form for approval.

Alcohol: Cannot be claimed and will not be reimbursed.

Accommodations:

GTA: Accommodation within the GTA is generally not reimbursed, unless pre-approved by the Vice-Provost/Associate Vice-Provost in special circumstances.

Outside of the GTA: Mid-range hotels are permitted (excluding luxury or premium suites, executive floors, or concierge levels). Accommodation claims cannot include optional charges, such as, room movie rentals, in-room bar, and additional room service (outside the original meal plan). Preference should be given to specially negotiated rates, such as government rates.

Telecommunications:

Staff who hold a University of Guelph-Humber issued cellphone must check with Academic & Campus Technology Services (ACTS), before travelling outside of the province and Canada, to make sure an appropriate travel package is included.

Staff who do not hold a University of Guelph-Humber issued cellphone may, with prior approval by the Vice-Provost/Associate Vice-Provost, be reimbursed for daily calls, texts, or a preapproved roaming plan, using their personal cell phones when traveling on university business.

Cash Advances:

Cash advances will not be issued without prior approval of the Vice-Provost/Associate Vice-Provost.

Employee Recognition:

A Guelph-Humber gift (swag item) and/or gift card (maximum \$25) may be used as recognition and thanks upon special project completion. UofGH employees, including instructors, administrators, support staff, and faculty, cannot receive a monetary gift nor honoraria.

Additional guidelines for completing an Expense Reimbursement request:

- University of Guelph-Humber employees must submit their expense reimbursement claim electronically through Chrome River – Humber Expense Management Software.
- Those individuals affiliated with the University of Guelph, or students, who do not have a Humber College employee ID, can complete an expense reimbursement request using the [Non-Employee Form](#). After approval from the budget holder, forms are to be processed through the Administrative Assistant, Finance & Administration.
- All expenses must be in Canadian dollars. The Chrome River conversion tool should be used to obtain the appropriate exchange rate during the dates travelled. For paper claims, the [Oanda](#) website should be used.
- The per-diem option is only applicable to meals on international trips. All other items must be claimed separately with individual receipts.
- Payments will be made via Direct Deposit (EFT - electronic funds transfer).
- All receipts must be submitted with the claim. In rare circumstances where a receipt is lost, or the vendor is unable to provide one, the following will apply:
 - a) For individuals using Chrome River: there is an electronic system attestation.
 - b) For individuals using the Expense Reimbursement – Non-Employee Form: The [Lost Affidavit Form](#) must be attached with the claim.

Please contact the Manager of Finance & Administration for more information.

Appendices:

[Humber College Expense Reimbursement Policy](#)
[Humber College Purchasing Policy and Procedure](#)
[Business Travel Request Form](#)
[Lost Receipt Affidavit Form](#)
[Expense Reimbursement – Non-Employee Form](#)
[Out of Province Travel Policy](#)