

Number:	RHR-220
Title:	Travel Allowances
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation establishes standards for requests for travel and lodging expenses.

2. Regulation

- 2.1 Allowances are granted to staff members only; any share of expenses incurred by the employee's spouse, other relatives, friends, or colleagues from other institutions cannot be presented for reimbursement.
- 2.2 The various units must budget funds for travel expenses during the current year. It is the responsibility of each academic and administrative unit to authorize travel and manage their travel budget accordingly.
- 2.3 For cash advances, requests for travel allowances duly authorized by the head of the academic or administrative unit must be submitted to Financial Services at least two weeks prior to the scheduled departure. The form provided for this purpose is available on the Intranet.
- 2.4 Upon his return, within seven working days, the staff member who has received a travel allowance will submit the form (available on the Intranet) together with relevant vouchers, to the head of his unit. If the advance granted exceeded the expenses, the surplus will be refunded to the person in authority; if the advance was less, the difference will be reimbursed up to the authorized maximum.

3. Implementing rules

Expenses are authorized under the following terms:

3.1 Transportation

The most economical means of transport should be prioritized. In addition the following rules apply for the choice of means of transport:

- by train: economy class;
- by air: economy class if the price is essentially the same as the train;
- by car: valid allowance for the use of a car; if applicable, may be claimed by only one passenger (see Appendix I).

3.2 Lodging

The price of renting a room in a commercial establishment is refundable. Staff members are encouraged to find reasonable prices.

If the staff member stays with relatives or friends, he may claim a refund (see Appendix I).

3.3 Meals and incidentals

A staff member may apply for meal expenses and incidentals in U.S. dollars in the United States, in euros for the countries of the European Union that have adopted this currency or in Canadian dollars in Canada and around the world (see Appendix I).

No per diem is paid. Receipts are required for all meals and incidental expenses.

3.4 Deductions

All amounts reimbursed by another agency for the same expenses must first be deducted from the amounts authorized by this regulation.

4. Implementing rules for part-time professors

- 4.1 Travel expenses may be granted for part-time professors whose primary residence is situated 100 km or more from the University or from its off-campus sites (see Appendix II).
- 4.2 Funds required to cover travel costs within a given financial year must be foreseen in the budget. It is the responsibility of the Dean of each Faculty to authorize travel and to administer his budget accordingly.
- 4.3 Requests for travel allowances duly authorized by the head of the academic unit, along with justifying receipts, must be presented to Financial Services. No advance travel allowance will be granted.
- 4.4 Meal and lodging allowances may also be granted in exceptional circumstances because of the professor's course schedule (see Appendix II).

APPENDIX I Reimbursements

Transportation by car

- \$0.55/kilometre.

Accommodation with relatives or friends

- \$25/night.

Meals

- breakfast: \$15 (or US\$15 in the United States or €15 in Europe);
 - lunch: \$20 (or US\$20 in the United States or €20 in Europe);
 - dinner: \$40 (or US\$40 in the United States or €40 in Europe);
- to a maximum of \$75 (or US\$75 or €75) per complete travel day.

Meal costs will be reimbursed only on presentation of detailed receipts.

Expenses incurred in non-registered countries must be approved by the Vice-Rector, Administration, as must any deviation from the established amounts.

The cost of meals included in conference fees or hotel room rates will not be reimbursed.

APPENDIX II Allowances for part-time professors

Maximum allowances are as follows:

- Transportation: No reimbursement for the first 200 kilometres (i.e., 100 km one way and 100 km return), then reimbursement at \$0.55 per kilometre beginning at the 201st kilometre, or the most economical mode of transportation, to a maximum of \$1,200 per session.
- Meals: Breakfast: \$7; Lunch: \$12.50; Dinner: \$12.50.
- Lodging: \$50 per night.