



Office of the Comptroller
University of Alberta
Edmonton
Canada T6G 2E1

Travel Claim Voucher

CHEQUE NUMBER
[]

SEE REVERSE FOR REGULATIONS

Name Nancy Adamson Purpose of Travel Feminist Research Town
 Department #302
 Room, Building University of Toronto
 Telephone 455 Spadina Ave., TORONTO Destination Edmonton

DATE	AUTO USAGE	DESCRIPTION AND DETAIL	MEALS			OTHER EXPENSES
			BREAKFAST	LUNCH	SUPPER	
		Air fare.				382.40
		paid by Univ. Alberta				100.00
EXTEND TOTAL MEALS TO LAST COLUMN						
EXTEND TOTAL (km/ml) @ _____ c PER (km/ml) TO LAST COLUMN						

I certify that this claim is correct in every particular and is in accordance with the University's Travel Regulations.

Total Expenses	282.40
LESS: Amount Claimed as Professional Expense*	
LESS: Travel Advance (if any)	
NET: Balance Due to Claimant or University	

*Professional expenses are paid separately and require submission of a Professional Expense Claim.

(Signature of Claimant)

(Date)

Authorized Signature(s) for Account(s)	Date	Approved by	Date
1. <u>see attached</u>		Chairman/Dean	
2.		(President)	
3.			

TYPE	VOUCHER REFERENCE				SUPPLIER NO.	INVOICE NUMBER	COMMIT. NUMBER	S T	E N C	DO NOT WRITE IN SHADED AREAS.
	YR.	MO.	NO.	ITEM						
A										

ACCOUNT NAME (DO NOT KEY)	DESCRIPTION	ACCOUNTING DESCRIPTION				D C	AMOUNT
		MAJ.	INTERMED.	MINOR	MEMO		
1. <u>Conference Fund</u>	<u>ADAMSON N</u>	<u>673062</u>	<u>33030</u>	<u>30</u>		D	<u>28240</u>
2.							
3.							
TOTAL DEBITS (DO NOT KEY)							<u>28240</u>

ACCOUNT NAME (DO NOT KEY)	DESCRIPTION	ACCOUNTING DESCRIPTION				D C	AMOUNT
		MAJ.	INTERMED.	MINOR	MEMO		
TRAVEL ADVANCES		10	14190	0000	00000	C	

Checked By: _____ Date: _____

TOTAL DEBITS (DO NOT KEY) 28240

[Signature] NOV 25 1999
(For Comptroller)

INSTRUCTIONS FOR THE USE OF TRAVEL CLAIM VOUCHER

- I. All items must be listed in chronological order and, except for meals, must be described or itemized in the description column. Expenses should be shown in the currency of the country visited and the total converted to equivalent Canadian funds. The Supplementary Travel Claim form should be used where necessary.
- II. Receipts and vouchers should be stapled to the BACK of the claim in the order in which they are claimed. Claims for air, rail, and ship board travel must be supported by the passenger's copy of the ticket. For accommodation, a detailed receipt is required showing the number of nights of accommodation and the rate per night. Receipts are required for modest gifts given to, or entertainment of, relatives or friends who provide accommodation in lieu of commercial lodgings. Receipts are required for taxi fares in excess of \$25.00 and inter-city bus fares.
- III. **All claims must be signed by the claimant and approved by the head/chairman of the department or trust/research authority concerned; grantees of trust/research accounts who approve their own claims create a potential conflict of interest; accordingly, claims must be approved by the grantee's chairman, or as necessary, the dean, or their designates (provided that the designee is not also the grantee). Title(s) and number of the account(s) to be charged must be shown. Claims should be submitted to the Comptroller's Office immediately upon completion of the travel.**
- IV. Entertainment expenses are to be separately identified on the claim and charged to the minor code, 3080, within an account that specifically provides for entertainment and are to be approved by the appropriate signing authority.
- V. Where additional outside financial assistance is received the source and amount shall be indicated on the Travel Claim voucher.
- VI. If a travel advance is required, a Request for Travel Advance form must be submitted to the Comptroller at least two weeks before the date of departure. Advances shall be accounted for by submission of a Travel Claim Voucher and any unused balance refunded within two weeks after completion of the journey. Where this requirement is not complied with the Comptroller may authorize the deduction of the outstanding advance from the individual's salary entitlement and withholding of advances for subsequent trips.

Travel Regulations of the University of Alberta (Manual of Administrative Policies, Procedures and Services, Section 02-160-001)

The University of Alberta regulations governing travel, entertainment, and incidental expenses apply to all funds administered by the University. They are based on the reimbursement of only those actual expenses, necessarily incurred with due regard for reasonable economy, which are related to the business of the University. Employees are not expected to subsidize the University's operating expenses nor are they permitted to indulge themselves at the University's expense.

- I. Air travel shall be reimbursed for an amount not exceeding ECONOMY rates by the most direct route. Where a lower fare has been paid, reimbursement will be based upon the actual fare expense of the University travel. Costs incurred for travel which is not related to University business will not be reimbursed. To encourage the use of the lowest possible air fares, extra costs resulting from their use may be claimed as incidental expenses, providing that there is a substantial saving to the University. These extra costs will usually be for accommodation and meals required to meet the minimum stay conditions, fees for changing dates of travel, and cancellation insurance.
- II. Private automobiles used on University business are not covered by the University's insurance policy. Accordingly, staff members are advised to check with their own insurance agent to secure any necessary additional personal insurance. Staff members travelling as passengers in an automobile may not claim mileage or the cost of any equivalent transportation.
 - A. When a private automobile is used for travelling on University business within the Province of Alberta reimbursement may be claimed at a rate of 20¢/km (32¢/mile) for the first 11,625km (7,000 miles) and 14¢/km (22¢/mile) for each additional kilometer per annum (April 1 - March 31). Only one person may claim the mileage for any one trip. Accompanying passengers may not claim mileage or any equivalent expenses.
 - B. Where travel is on roads other than main or secondary highways where seriously adverse road conditions prevail, the claimant may be paid a supplement of 2.6¢/km (4.3¢/mile). Claims must show the complete travel itinerary and designate that portion considered to be travelled under the adverse conditions.
 - C. Where travel by automobile is outside the Province of Alberta, the claim is to be for 75% of the economy airfare or mileage at the rates noted in preceding paragraphs A or B, whichever is the lesser amount. Only one person may claim this expense. Accompanying passengers may not also claim any equivalent expense.
 - D. In general, local mileage for occasional trips by a staff member is not claimable, but where staff in the normal performance of their duties make frequent trips, special consideration may be given on prior approval by the Comptroller.
- III. Rental of automobiles is not permitted except when a saving is evident; an explanation is required of the circumstances and the estimated savings.
- IV. The cost of personal travel insurance will not be reimbursed.
- V. Meal charges are to be detailed and may include gratuities. Reimbursement will be limited to reasonable amounts. No provision is made for reimbursement of alcoholic beverages.
- VI. Reimbursement for accommodation will be limited to the single occupancy rate for standard accommodation, or whatever class of accommodation is the least expensive; original itemized receipts must be obtained.
- VII. No provision is made to reimburse the cost of long distance telephone calls or telegrams incurred for personal reasons. Charges for such expenses incurred for business purposes must be reasonable and shown separately.
- VIII. Laundry and valet charges will not be reimbursed unless the absence is in excess of seven days.
- IX. Gratuities other than for meals are to be detailed as to bellhops, redcaps, etc.

Staff Travel Assistance Grants

When grants are provided by a Faculty Travel Fund Committee, or in the case of support departments by the APO Professional Development Committee, to assist a member of the staff to attend an academic/professional meeting, reimbursement will be limited to the amount authorized and in accordance with these regulations.

Removal Allowances for Full Time Continuing Staff

See separate regulations in this regard—Manual of Administrative Policies, Procedures, and Services, 01-110-001 and 01-230-005.