

Travel, Meal and Hospitality Policy

Policy # 8.2

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Office of Accountability:	Director of Finance, Vice-President, Finance & Administration
Responsible Officer:	
Approver(s):	Board of Governors



1. Purpose / Reason for Policy:

This policy establishes rules and principles for reimbursement of expenses incurred by OCAD University (“OCAD U” or “the University”) Board Members, volunteers, faculty, staff, students, and others (excluding consultants) for business travel, meals and hospitality expenses, and other business related expenses on a fair and transparent basis in support of the University to meet its stewardship obligations as a publicly funded institution. It also identifies expenses that are eligible for reimbursement and outlines the mechanism for the claim and reimbursement of approved expenses.

2. Scope

This policy applies to all OCAD U Board Members, volunteers, faculty, staff, students, and others (excluding consultants) who incur travel and related expenses, on behalf of the University, regardless of their funding source. When funding guidelines from external agencies, or terms of a specific award, employment contract, or collective agreement differ from OCAD U’s policy, those guidelines and terms take precedence.

3. Policy

In accordance with the Broader Public Sector (“BPS”) Expense Directive, Hospitality is the provision of food, beverage, accommodation, transportation, and other amenities at public expense to people who are **not** engaged as employees of OCAD University.

As such, reimbursement or payment of expenses related to office social events (e.g., going-away / retirement parties, employee promotions, holiday lunches etc.) are not permitted. Hospitality may include hosting or sponsoring planned events (e.g., fundraising) and external networking meals.

OCAD U will reimburse university business travel, meal and hospitality related expenses that are legitimate, reasonable, and appropriate for the business activity undertaken and that meet the terms and conditions imposed by government directives and the funding source(s) used. The expense must have been personally incurred by the claimant, i.e., the claimant does not request reimbursement on behalf of another individual.

All employees who incur and/or approve travel and related expenses should be aware of the Policies and Procedures the University has adopted herein prior to initiating any travel or related expenses.

As with all OCAD U expenses, travel and related expenses may be subject to review by a member of the Finance Office, and/or external or funding agency auditors.

It is the claimant’s responsibility to request reimbursement for eligible expenses. Expenses that are not incurred on P-card (Scotiabank Visa) can be submitted by



completing the [reimbursement form](#) found under the Finance section on the shared drive. All reimbursement forms must be signed by the claimant who, by so doing, certifies that the expenses are for university business purposes and in accordance with this policy and supporting procedures.

Original or scanned itemized receipts are normally required to substantiate expense claims to be submitted within 30 days of incurring those expenses. There are some exceptional cases where receipts are not easily obtained or normally issued, and for which expenses may be claimed without a receipt (e.g., parking meters, kilometrage, per diems).

Expenses for which a receipt has been lost or misplaced will be reimbursed only at the discretion of the employee's supervisor. No HST will be processed for lost receipts.

Reimbursement is typically made through EFT (Electronic Funds Transfer). It is the responsibility of the claimant to provide all required information including the complete 15-digit general ledger account number.

Original receipts submitted for reimbursement become the property of OCAD U.

4. Methods of Payment

University P-card holders shall be required to use the P-card as it is not intended that faculty and staff use personal funds to finance university business costs prior to obtaining reimbursement from the University.

For P-card holders, all travel and purchase expense(s) must be incurred using the OCAD Scotiabank Visa card ("P-card") and follow the P-card guidelines as defined in the [Finance Manual](#).



For non-P-card holders, all expense claims should be submitted for reimbursement in a timely manner and should be submitted prior to the end of the fiscal year in which the expense was incurred.

5. Approval

All expense reimbursement claims from university funds, whether operating, restricted, capital, or ancillary funds, are to be approved by the person to whom a claimant reports (or designate). In the case of the President, approval shall be by the Chair, Board of Governors (or designate). In the case of the Chair, Board of Governors, approval shall be by the Chair of the AFRC (or designate). The approver's signature (in the form of protected digital or handwritten) confirms the expenses were incurred for OCAD U business and are in accordance with this policy. It is the responsibility of the approver to ensure that claims for reimbursement are business-related expenses and are supported by original or scanned receipts.

For Research project expenses, a completed [pre-travel authorization](#) form is required.

Expense reimbursement for a group shall be claimed by the most senior employee present. No individual can solely authorize payment to themselves.

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6. Eligible expenses

In general, the University recognizes an expense incurred by an individual while conducting university business is eligible for reimbursement or direct payment by the University provided that:

- the expense was deemed necessary by the expense approver
- goods and services were acquired in accordance with OCAD U's Purchasing Policies & Procedures Manual and related policies
- the most economical option was selected
- funding exists for the expense
- the expense is not specifically ineligible (see Ineligible Expenses)
- the expense is supported by the original or scanned receipt (under exceptional circumstances, an expense may be reimbursed without original or scanned receipt, provided the claimant provides a reasonable, written explanation for the lack of receipt, and the approver accepts such explanation)
- the expense pertains to the Board of Governors and related subcommittee meetings



The University recognizes the following as normal travel expenses:

- economy class air fares, train, or bus tickets
- ground transportation charges (taxis/ride sharing fares, airport shuttles, etc.)
- airport fees
- flight cancellation insurance for travel cost
- travel medical insurance if the travelling participant is not covered by an existing plan
- accommodation-
- personal meals and associated reasonable gratuities (generally 15 to 20%)
- rental vehicle
- flowers as an expression of sympathy
- reasonable telephone charges that are business related
- parking, highway tolls and kilometrage.
- facsimile, photocopying, internet, and email charges
- reasonable laundry/dry cleaning after seven consecutive days of business travel
- currency exchange charges

7. Air / Train / Bus / Local Travel

Long Distance Travel

Significant savings can be made by making reservations in advance, and thus all claimants are encouraged to plan their travel at least 14 days prior to departure.

Air

The lowest available airfare for economy, advanced seating and baggage will be reimbursed. Air tickets purchased with frequent flyer points will not be reimbursed as the University will only reimburse for out of pocket expenses. Non-P-card booked flights will only be reimbursed after travel has occurred. For P-card holders, flights must be booked using the OCADU P-card to benefit from the Liability Coverage-Benefits for Travelers.

Rail

The lowest available fare for economy travel will be reimbursed.

Local travel

The use of Metrolinx services is encouraged where practical, the following local travel options will be reimbursed:

- Metrolinx Train [GO Transit, Union Pearson Express-UPX]
- bus, subway [TTC/ PRESTO]
- taxi or rideshare, such as Uber [Uber express pool, Uber pool, UberX], Lyft [original], or similar rideshare options at comparable rates. Uber XL is not an eligible expense.



8. Accommodation

Reimbursement for reasonable accommodation expenses (hotels, motels, guest houses and other lodgings) will be limited to single occupancy, standard room unless such accommodation is not available. At a minimum, claimants are expected to request rates negotiated by the [Canadian Association of University Business Officers \(CAUBO\)](#) but are advised to use other online services to obtain the lowest rates possible through the [CAUBO Hotel Preferential Rates Program](#).

If an accommodation reservation must be cancelled, it is the responsibility of the traveler to ensure that cancellation is made in sufficient time to avoid a financial penalty.

Persons staying with relatives or friends may claim \$50 per night in lieu of accommodation cost. No receipt is required.

9. Tips and Gratuities

Claimants may be reimbursed for reasonable gratuities for porter, hotel room services and taxis/uber in the country's currency which the travel takes place. Examples of reasonable amounts for gratuities include:

- 15 to 20% on a restaurant meal
- 10% on a taxi/uber fare
- \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
- \$2-\$5 per bag for porter

10. Vehicle Rental

Under normal circumstances, travelers are expected to rent standard automobiles (allowable exceptions could include rental of a minivan, if being used to transport several employees and students). Under normal circumstances luxury vehicle rentals are not reimbursable.

For P-card holders, vehicles must be rented using the OCAD P-card to benefit from the insurance coverage of Collision Damage Waiver (CDW) or its equivalent offered by the Rental Agency. These can be found on the Finance page of the Infodrive [Scotiabank Insurance documents](#).

11. Per Diem Allowance

Travelers may obtain reimbursement for meals using either per diems, or actual costs by submitting original or scanned receipts. Only one method may be used per claim. When meals are included in the transportation fare, or hotel charge or the cost of the conference fees, no claim for meals should be made.



12. Per diems

Per diem amounts are limited to daily maximums as detailed in the table below. No receipts are required but should provide supporting documents of trip details being claimed (ie: travel receipt, conference itinerary)

Meal Period	Travel in Canada Meal Allowance	Travel Outside of Canada Meal Allowance
Breakfast	\$14 CDN	\$17 CDN
Lunch	\$16 CDN	\$21 CDN
Dinner	\$36 CDN	\$45 CDN
Total	\$66 CDN	\$83 CDN

If travelling for one meal period, the claimant will only be reimbursed for the per diem allowance for that meal. For example, if breakfast and lunch are included in the conference fee, only a dinner allowance may be claimed.

13. Use of Employee Owned Vehicle

The payment OCAD U makes to its employees for use of their own personal vehicles is based on a flat rate per kilometer travelled on university business. Flat rates are calculated to reimburse fuel costs and a reasonable share of insurance costs and wear and tear on the vehicle. When kilometrage is claimed, no receipt is required but there must be supporting documents for the kilometrage claimed (ie report to/from addresses); however, no additional gas or repair expenses may be claimed. Employees must be in good standing for insurance coverage and carry a minimum of \$1 million limit of liability.

The use of a private vehicle should be limited to those trips where the vehicle is most economical and effective considering all factors such as costs, time constraints, convenience, and efficient use of the employee's time.

Use of a personal vehicle is reimbursed at \$0.55/kilometer CAD. All rates are CAD. The kilometer reimbursement rate is applied as the lesser of:

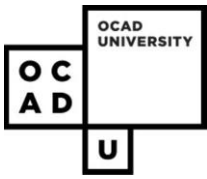
1. The distance from the claimant's home Campus to the travel destination; and
2. The actual distance traveled from the claimant's home to travel destination.



14. Ineligible Expenses

OCAD U will not reimburse or process payments for the following ineligible expenses:

- expenses not incurred for business purposes
- claims for purchases that are required to be made under a university purchase order in accordance with the Purchasing Policies and Procedures Manual.
- claims that are incomplete or not properly prepared
- expenses not properly approved
- expenses not supported by receipts or other documentation
- expenses that are being claimed by an employee as a tax deduction
- expenses that are being claimed for another employee
- expenses that are reimbursed from a third party
- luxury vehicles and ride services such as limousines
- claims for stipends or other forms of remuneration
- service charges, interest charges or annual fees associated with personal credit cards
- memberships in social or health clubs, where there is no demonstrated benefit to the University(subject to collective bargaining agreement provisions)
- beverages (coffee, water, tea, fruit juices, soft drinks) and food provided to faculty and staff
- donations to charitable organizations or political parties/fundraisers unless approved by the President
- on-site parking (at regular place of work)
- hospitality, incidentals or food expenses for consultants and contractors
- hospitality, gifts, and recognition of employees (excluding extended workday per collective agreement provisions)
- reimbursement or payment of expenses related to office social events, such as: going-away / retirement parties, employee promotions, holiday lunches.



Ineligible travel expenses include, but are not restricted to:

- upgrades to higher classes of service for air or train travel (except where medical or accessibility accommodations necessitates an upgrade)
- excess or oversize baggage charges (except when necessary for business travel, e.g., a portable exhibition system)
- costs related to making stopovers for personal reasons
- movies in hotels
- sightseeing trips that are not part of a business travel package
- surcharges and expenses related to spouses or other individuals who are not on OCAD U business
- items lost or stolen in transit
- passport fees
- home service costs (e.g. phone/fax, cable, internet, satellite)
- tickets and fines for traffic and parking violations
- towing, repair, or gas charges while using a personal vehicle on university business
- unreasonable food or alcohol purchases

15. Combining Personal with Business Travel

If an employee combines business travel with personal travel, expenses related to direct travel to the business event are reimbursable. The University will only reimburse the claimant for accommodation and meal costs for business travel days.

16. Spousal/Family Member Travel

Expenses related to an employee's spouse or family member are considered personal expenses and are not reimbursable. If there is a business purpose for their presence, authorization for the transaction(s) requires approval by the claimant's Supervisor prior to incurring the expense.

17. Hospitality of guests

Reasonable costs of hospitality for specific business purposes are reimbursable. Such hospitality might include social and cultural events. There must be clear documentation as to the business purpose of hospitality (e.g., taking out a guest lecturer for a meal), noting names of individuals in attendance and the organizations they represent. The entertainment of guests should be limited to the cost of meals and beverages furnished in a hotel dining room or restaurant of an equivalent quality.

Any employee hosting a business lunch, dinner or other entertainment event should limit the employees and other participants attending only to those who can be expected to contribute directly to the accomplishment of the business purpose.

18. Working Meetings



In certain instance a working meal may be the only time that people can assemble for purposes of discussing university business. In order to qualify as a working meal, the meeting must be called specifically for the purpose of discussing University business. Examples of eligible working meetings are training, planning or assessments functions. The University will not reimburse a claim for alcohol expenses when a working meeting is held where only OCADU faculty and staff are in attendance. The claim for reimbursement should include the purpose of the meeting and names and positions of those in attendance.

19. Gift Giving

Appropriate token gifts of appreciation valued up to \$50 may be offered in exchange for gifts of service or expertise to people who are not employed by the University.



20. Alcoholic Beverages

Alcoholic beverages cannot be claimed and will not be reimbursed as part of a travel or meal expense unless it pertains to hosting or externally sponsoring a planned event or external networking meal. Alcoholic beverages are not eligible for reimbursement from research grants.

21. Reimbursement Process

P-card (Scotiabank Visa) expenses and approvals must be submitted online in Scotiabank's CentreSuite. Receipts must be scanned and attached to the online expense report using CentreSuite's receipt imaging function. The deadline for completed and approved online expenses is the 15th of the month following the month in which the expense was incurred.

Non-P-card holders must submit the Expense Reimbursement Form to Accounts Payable (invoice@ocadu.ca). Please note forms must be submitted with any foreign currency transactions converted to Canadian dollars at rate of exchange on the date of the transaction. Refer to Section 5 for Approvals.