

Pre-authorization

All travel must be authorized in advance in compliance with the one-over-one approval” principle using the “Application for Faculty/Employee Travel Form” (Appendix A and B)

Advances

The University may provide a maximum of one (1) travel advance per trip up to 75% of the total cost of the trip, but of no less than \$500 and no more than \$2,000 when:

- Travel will be to a remote location where credit cards have limited application
- The nature of expenditures are unlikely to be chargeable to a credit card
- The trip is lengthy which precludes being reimbursed for the requested portion of the advance before credit card charges can be paid
- The student or staff member lacks credit card eligibility or the required cash resources
- Costs of the trip cannot be pre-paid using the University credit card or the University’s travel agent.

Travel advance requests must be submitted to your supervisor in compliance with the “one-over-one approval” principle for approval prior to forwarding to financial services for payment. Travel advance requests must include complete supporting documentation.

University employees are required to submit a travel expense claim form within two weeks of return from travel. The travel expense claim form must include reference to the advance received, and include a copy of the travel advance approval form.

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Travel Claims

Reimbursement

Within 2 week of return from a trip, Faculty/Employees are required to complete the “University Travel Expense Claim” form (Appendix C) along with the following documentation and information:

- Travel Authorization Form
- Travel advance request Form, if an advance was issued
- Receipts supporting all expenditures
- Dollar breakdown of accountable advances, amounts prepaid, amount paid via University credit card, and resulting amount outstanding to be paid to the traveler
- General ledger account coding

The amount paid by the traveler must be clearly indicated on the documentation, and any applicable taxes broken out. Any amounts claimed in a foreign currency must be converted to CDN dollars and support provided for the rate of exchange used. *Note: Visa receipts alone are not considered sufficient documentation to support your claim.*

University Travel Expense Claim forms must be signed by the traveler as well as the appropriate supervisor in compliance with the “one-over-one approval” principle.

Further Reference

Travel, Hospitality & Business Expenditures Policy & Procedures

Purchasing Policy & Procedures

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Appendix A

APPLICATION FOR FACULTY TRAVEL				
DATE: _____				
Last name: _____		First name: _____		
Rank: _____		Department: Phone Ext. _____		
REASON FOR TRAVEL: (Indicate which of the following)				
Department Business	_____			
Research	_____			
Conference Paper/Poster (Title) Panel Representative	_____			
Other	_____			
<i>Attach any additional information you have regarding your reason for travel (i.e., Conference Brochure)</i>				
DETAILS:				
Destination	_____			
Dates for Travel	_____			
How many classes will be missed?	_____			
What provisions have been made to cover your classes and other duties?	_____			
Do you have a University Blackberry/iPhone?				
Traveling outside of Canada?				
You must arrange for Roaming Travel Plans through Help Desk prior to leaving the country.				
- Roaming includes: Data (email, surfing the web), Voice (talking on the phone), Text Messages.				
COSTS (e.g. per diem, taxi, etc)		TRANSPORTATION (air fare economy)		
_____		Registration Fee: _____		
_____		Costs: _____		
_____		TOTAL: _____		
SOURCE OF FUNDING	ACCOUNT #	FUNDS REQUESTED	ADVANCE REQUESTED	ADVANCE AMOUNT
<input type="checkbox"/> TPDA	_____	\$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____
<input type="checkbox"/> Research/Travel Account	_____	\$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____
<input type="checkbox"/> Other (specify)	_____	\$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____
<i>If an advance against TPDA is requested, please forward this form to the Vice-President (Academic) Office, 3C21</i>				
<i>If an advance against a research, travel or other account is requested, please forward this form to the Financial Services Office – Rice Bldg</i>				
Signature of Applicant: _____				
<i>I approve of the travel and provisions made to cover classes</i>				
Department Chair: _____		Date: _____		
Dean/University Librarian: _____		Date: _____		
<small>05/17/13</small>				

Link: <http://www.uwinnipeg.ca/financial-services/docs/travel-app-faculty.doc>

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Appendix B

APPLICATION FOR EMPLOYEE TRAVEL	
<i>Return completed form to your Supervisor for final approval</i>	
DATE: _____	
Last name:	First name:
Department:	Phone Ext.:
REASON FOR TRAVEL: (Indicate which of the following)	
Department Business	
Conference (Title)	
<i>Attach any additional information you have regarding your reason for travel (i.e., Conference Brochure)</i>	
DETAILS:	
Destination	
Dates for Travel	
COSTS (e.g. per diem, taxi, etc)	TRANSPORTATION (air fare economy)
	Registration Fee:
	Costs:
	TOTAL:
Source of Funding?	Account Number:
Advance Requested? <input type="checkbox"/> No <input type="checkbox"/> Yes	(If Yes, specify amount)
Do you have a University Blackberry/iPhone? Traveling outside of Canada?	
You must arrange for Roaming Travel Plans through Help Desk prior to leaving the country.	
- Roaming includes: Data (email, surfing the web), Voice (talking on the phone), Text Messages.	


Signature of Applicant: _____	Date: _____
<i>I approve of the travel</i>	
Area Supervisor: _____	Date: _____
05/17/13	

Link: <http://www.uwinnipeg.ca/financial-services/docs/Application-for-Employee-Travel-October-16-2014.doc>

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Travel Claims

Appendix C



UNIVERSITY TRAVEL EXPENSE CLAIM
For expenses incurred while traveling on University business
(see Page Two for instructions)

Name: _____ Department: _____
 Purpose of Travel / Relating to: _____ Dates of Travel: _____
 Destination: _____

ACCOUNT DESCRIPTION	ACCOUNT #	TRAVEL DETAILS	SUBTOTAL	GST	PST	TOTAL	A - D
<u>Airfare</u>							
<u>Hotel</u>							
<u>Meals/Per Diem</u>							
<u>Other Transportation</u>							
<u>Other Travel</u>							
Auto Mileage and Total Kilometers Traveled (INFORMATION IS ENTERED ON PAGE 2)							
Mileage - General - Other Transportation		75120					
Mileage - Prof/Dev - Other Transportation		75220					
TOTAL TRAVEL EXPENDITURES:							

* See table on Page One (2) if additional lines are required

REQUIRED TO BE COMPLETED BY CLAIMANT

Funding Sources:

	Department Name	Dept (4 Digits)	Sub-Dept (4 Digits)	Amount (\$)
Departmental
Departmental
Departmental

Awards:

	Award Name	Award (6 Digits)	Amount (\$)
Awards
Awards
Awards

TOTAL FUNDING: _____

I hereby certify that the above is a correct statement of expenses incurred on University business and has not been or will not be reimbursed from any other source.

Print Name: _____

Claimant's Signature: _____ Date: _____

Authorizing Signature: _____

Note: Authorizing signature must be the Dean or Chair if the reimbursement is being made to the Claimant

http://www.uwinnipeg.ca/financial-services/forms.html

REQUIRED TO BE COMPLETED BY CLAIMANT

LESS PREPAID TRAVEL EXPENDITURES/ADVANCES (Acct #FS 195)	A
LESS AMOUNTS PAID DIRECTLY BY FINANCIAL SERVICES	B
LESS AMOUNTS PAID BY FINANCE UNION CREDIT CARD	C
LESS AMOUNTS PAID BY CLAIMANT'S UNIV. CREDIT CARD	D
TOTAL AMOUNT CLAIMED
TOTAL AMOUNT RETURNED

Note: Please indicate which expenses comprise the totals in this section by marking them with the corresponding line letter in the 'A - D' column above

Cost Allocation - To Be Completed by Financial Services:

Account	Department	Sub-Department	Award	Amount (\$)
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Revised May 27, 2016

Link: <http://www.uwinnipeg.ca/financial-services/docs/WEB-Travel-Expense-Claim-NEW.xls>