



Student Travel FAQ

AUGUST 2023

The responses to the FAQs are drawn from [TRU Policy ADM 19-0, Expenses: Travel](#). These FAQs are meant to be an easy-to-understand, easy-to-reference guide to common questions about travel.

If there is a discrepancy between these FAQs and the Policy, the Policy controls.

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ACCESSING FUNDING

Q. Do I need to apply for funding?

A. Yes, if you'd like financial support from the faculty, you need to apply for funding prior to your event. The application can be found [here](#). An application is required for student clubs or external events requesting funding. Funding applications are not required for mooted students (except for those participating in the National Sports Law Negotiation and Hockey Arbitration Moots).

CONTACTS

Q. I need to make arrangements for travel. Where do I start?

A. Reach out to Amanda Louvros (alouvros@tru.ca) for moots or Lisa Grant (lgrant@tru.ca) for conferences. Include a copy of your approved funding application if applicable. TRU works with a travel agent, who'll be looped in at the time of booking flights and hotels.

Q. I can no longer make my trip, who should I contact?

A. Notify Amanda and Lisa immediately. If a travel agent was used to book your travel, notify them as well. Most hotels have a policy that allows for cancellation 24–48 hours before arrival at the hotel. You may be responsible for paying for their flights and hotel if you cannot provide reasonable cancellation notice.

FLIGHTS

Booking Flights

Q. How should I book my flights?

A. You can book your flights yourself once your participation has been confirmed and funding has been approved. If you'd like help booking your flights, reach out to Amanda or Lisa.

Q. What flight expenses can I submit for reimbursement?

A. The cost of a Standard Economy seat and one piece of checked luggage will be reimbursed. Upgrades to your seat will not be covered.

Q. Can I get to where I'm going a few days earlier or leave a few days later to see family/sightsee/etc.?

A: Yes. However, if there is a substantial difference in airfare, we may ask you to pay the difference.

Changes to Flights

Q. Should I get Cancellation Insurance?

A. If you'd like to get cancellation insurance you can, but TRU will not reimburse the expense. Please be sure you are able to travel before booking your flights.

Q. I need to change my flight, can I do so?

A. Yes, but the additional cost will not be reimbursed unless the change is unforeseeable (i.e., weather delays) and the additional fees are reasonable. Time permitting, last-minute change fees need to be approved in advance if you want to be reimbursed. Changes to flights for personal reasons will not be covered. Excessive change fees will not be covered or reimbursed. If your adjusted flight results in a change to your hotel, notify Amanda or Lisa (and the travel agent) immediately. Students will be responsible for paying for hotels not canceled due to changes in flights.

HOTELS

Booking

Q. What kind of hotel can I stay at?

A. Ideally the event organizers have supplied suggested hotels close to the event venue. If not, Amanda and Lisa can help you find something close to the venue and cost efficient.

Payment

Q. Who pays for the hotel and what is covered?

A. TRU will cover the cost of the standard hotel room and taxes. Any incidentals (i.e., room service, restaurant bills, etc.) will be the responsibility of the student to pay.

Checking In

Q. What is required of me when I check into the hotel?

A. You'll need to provide the hotel with an ID and a personal credit card. The personal credit card is to cover incidentals or damages incurred during your stay. The hotel will have a TRU credit card on file, but remind the front desk at check in/out that they should charge the room to the TRU card on file.

Extended Stay

Q. Can I extend my hotel stay (either before or after the event) for a few days?

A. Yes, but you will be responsible for covering the additional cost of the stay.

Room Sharing

Q. How many students will share a room?

A. Two students of the same gender will share a standard room. If there is an odd number of students, the supervising professor/coach will decide who gets the private room.

Q. Can I upgrade to a private room?

A. Students requesting a private room are responsible for paying for the additional room.

Q. Can my spouse/family stay in the hotel with me?

A. Yes, but any increased cost for additional guests will be the responsibility of the student to pay. The additional cost for a larger room will be the responsibility of the student.

Incidentals

Q. What incidentals can I claim?

A. Only expenses related to your trip will be reimbursed. Personal charges to your room (i.e. in-room bar, phone calls, movies, internet charges, etc. will not be covered).

PERSONAL VEHICLES

Mileage Reimbursement

Q. Can I be reimbursed for fuel if I drive my personal vehicle to my event?

A. TRU will reimburse mileage at \$0.50 per km. A Google Map route plan is required with your claim showing the distance. There are fixed rates for certain locations that will be used as default. For a list of these locations, see Amanda or Lisa. Fuel receipts will not be reimbursed.

Q. If I drove to the venue, can I claim parking?

A. If you drove to the destination and hotel parking was required, you can claim this expense. Note: valet services will not be reimbursed.

FERRIES

Q. Can my family travel with me on the ferry?

A. TRU will only reimburse the cost of the student and a standard vehicle. Any additional individuals in the vehicle will not be reimbursed.

TAXI/RIDE SHARING

Q. Will taxis or ride sharing be reimbursed?

A. If you need to take a taxi/ride share to/from the airport and hotel for your event, you can include that in your reimbursement claim. Taxi/ride sharing for personal reasons while traveling will not be reimbursed.

Q. Can I rent a car instead?

A. Generally, no, unless transit/taxi/ride share is prohibitively difficult to access (i.e., you need to rent a car, and it's not simply a matter of personal convenience). You are encouraged to stay at a hotel within walking distance or a short taxi ride from the event location.

MEALS

Per diems

Q. How much can I claim for meals?

A. The maximum daily per diem is \$70.00 per day. The breakdown for meals is \$12.00 for breakfast, \$18.00 for lunch, \$30.00 for dinner. You also receive \$10 for incidentals (e.g., coffee, toiletries you may need to replace, laundry). For meals which are directly covered by a third party (e.g., hotel continental breakfast, supervisor, conference, etc.), do not include those with your reimbursement. Receipts for meals are not required. NOTE: If attending a conference, a copy of the conference itinerary must be included if you are claiming per diems. Q. I spent more on food than what the per diem covers, can I claim the balance?

A. No. Students who spend beyond the per diem amounts are responsible for the additional expense.

Q. Can I claim the full day amount if my travel didn't start until the evening?

A. No, only include the meals you had while traveling. Meals that occurred before your departure or after your return will generally not be reimbursed. Amanda can help determine which per diems you qualify for if you're unsure.

Q. I bought a meal for my teammate or group, can I claim their per diems?

A. No. You can only claim your own per diems.

Alcohol

Q. Can I claim alcohol on my expense claim?

A. No. TRU will not reimburse alcohol.

RECEIPTS

Required Information

Q. What type of receipt is needed?

A. Itemized receipts are required for all non-per diem reimbursements. If a tip was provided, include the itemized receipt and the credit card slip that shows the total amount spent. The entire receipt must be legible when submitted.

REIMBURSEMENT CLAIMS

Forms

Q. How do I submit a request for reimbursement?

A. You will need to fill out the [TRU Cheque Requisition Form](#) (see appendix A). The form is fillable and should be completed digitally and submitted as a PDF via e-mail. Receipts need to be scanned and submitted as a PDF. The entire receipt must be legible.

If the student is also employed by TRU, the Employee Travel Claim Form should be used instead. Reach out to Amanda or Lisa for this form.

Information to Include

Q. What information do I need to include on my form?

A. You need to include the following information, or the form will be returned to you for correction:

- your TRU ID
- the address where you want the cheque to be mailed to. NOTE: if an address is not provided, cheques will be mailed to the address on your MyTRU profile
- a description of the event, location, and dates
- a description of the expense
- itemized receipt (including the credit card slip if a tip is provided)
- signature on the bottom of the claim form
- conference itinerary if applicable

Q. How should I break down the amounts?

A. Enter the subtotal of the expense into the *Amount* field. Include the tip in this section if applicable. Enter the GST and PST into each of the tax sections - leave blank if nonapplicable. Do not include any other amounts within the GST and PST fields. If HST was charged, you can include that in the Amount field. The form will automatically calculate the Total.

Leave the Fund, Org, Account, etc. sections blank. This will be filled in on your behalf.

Q. Does each expense need to be in its own section?

A. You can group related expenses into one section. I.e., all taxi expenses can be combined. You'll need to do the math on the amounts and taxes yourself. If you have more than 3 categories of expenses, use an additional form.

Format for submission

Q. What is the preferred format for submitting my expense claim?

A. Email your expense claim along with a scanned copy of your receipts in one PDF document to Amanda or Lisa. Receipts should be organized in order that they are listed on your claim form.

Type of Payment

Q. Will I be paid via cash, cheque, or direct deposit?

A. You will generally be reimbursed via cheque. If you are employed by TRU (such as an RA or TA), you will be reimbursed via direct deposit.

Timeline

Q. When should I submit my expense claim?

A. All expenses must be submitted to Amanda or Lisa within a week of the event.

Q. How long does it take to be reimbursed?

A. Expect approximately 3-4 weeks for cheques to be processed. This timeline is extended around fiscal year end in March. The timeline cannot be expedited. Ensure your personal

details are correct to avoid a delay in your reimbursement. Cancelling a cheque that has been sent to an old address will add an extra 2-3 weeks minimum to your reimbursement timeline.

Q. It's been over 4 weeks and I still haven't received my reimbursement. What should I do?

A. Have you moved since submitting your claim? If so, ensure your mail is forwarded to your new address. If you haven't moved, email Amanda to request a status update. Include the name and dates of the event you attended.

MISC.

Q. Can I submit expenses for sightseeing during my trip?

A. No, only event related expenses qualify for reimbursement. Unrelated expenses (i.e., attraction admission and transportation while sightseeing) will not be reimbursed.

Q. I've lost a receipt, can I still claim that expense?

A. Yes, complete the [Lost Receipt Form](#) (see Appendix B) for any lost receipts. NOTE this form should be used sparingly.

Q. Can I just submit a credit card statement instead of receipts?

A. Although a redacted credit card statement may be required as supplemental proof of purchase or exchange rates for foreign travel, receipts are required to indicate the breakdown of payment (i.e., taxes, tips, etc.)

Q. What expenses are NOT eligible for reimbursement?

A. The following are not eligible for reimbursement:

- Any personal expense that is not directly related to the event (e.g., kennel fees for pets)
- Expenses not incurred by the student
- Expenses of family members
- Alcohol
- Interest charges on outstanding credit card balances
- Parking and traffic fines
- Fuel for private vehicles
- Expenses for failure to cancel transportation or hotel reservations
- Excess personal baggage
- Damages to personal vehicle
- Ferry fees for oversized vehicles

Appendix A – Cheque Request Form



Payee Name: _____

Address: _____

Date: _____
(yyyy-mm-dd)

Phone No: _____

Vendor/Employee/Student #: T _____

Email: _____

PROVIDE REASON FOR PAYMENT: (include all original receipts or invoices)

Fund	Org	Account	Program	Activity	Location
-	-	-	-	-	-

Details: _____

Amount: \$ _____
 GST: \$ _____
 PST: \$ _____
 Total: \$ 0.00

Finance Use Only: _____

Fund	Org	Account	Program	Activity	Location
-	-	-	-	-	-

Details: _____

Amount: \$ _____
 GST: \$ _____
 PST: \$ _____
 Total: \$ 0.00

Finance Use Only: _____

Fund	Org	Account	Program	Activity	Location
-	-	-	-	-	-

Details: _____

Amount: \$ _____
 GST: \$ _____
 PST: \$ _____
 Total: \$ 0.00

Finance Use Only: _____

Total Cheque Amount: \$ 0.00

Requisitioned By:

Approved By:

Signature

Signature

Print Name

Print Name

FINANCE USE ONLY	
PO #	_____
Inv #	_____
Inv Date	_____
Terms	_____
Approved By:	_____
Voucher No: I	_____

Appendix B – Lost Receipt Form



Lost Receipt Form

Please complete the following missing receipt form, provide the required missing receipt information, and submit with monthly P-Card statement or Expense Claim Form for approval.

For missing trip receipts, please list the purpose of the trip, when the trip was taken as well as amount, location and name of individuals with you.

For missing restaurant, or other food service and entertainment receipts, please list the location of the expense (city), the purpose of the expense, and the name(s) of individual(s) entertained.

For missing airfare and/or hotel charge receipts, please contact the service provider and ask that a duplicate receipt be sent and attach the duplicate to the monthly P-Card statement or Expense Claim Form. Most on-line purchase sites will also provide a duplicate receipt upon request.

For all other missing receipts please provide the business purpose of the expense.

Please note that missing receipts are monitored regularly, and P-Card users who repeatedly declare missing receipts may lose P-Card privileges.

Missing Receipt Declaration:

I _____ certify that the following receipts have been lost or misplaced:

<u>Vendor</u>	<u>\$ Amount</u>	<u>Location (City)</u>	<u>Purpose of Expense</u>	<u>Name(s) of Individuals Entertained</u>

These expenses were incurred by myself as shown on the statement and are billable to the account numbers listed.

I certify that no alcohol was purchased with this transaction.

I have not and will not claim reimbursement for this expense from any other source.

Claimant's Signature

Date: _____
(dd/mmm/yyyy)

Approver's Signature

Date: _____
(dd/mmm/yyyy)

Print Approver's Name

****By signing, the approver verifies that these are TRU business expenses and have not been claimed using any other forms.**