

STAR Workshop on Tri-Agency Guide on Financial Management Activity Reference Sheet

Excerpts from the U of T Guide to Financial Management

Air and Rail Travel – Personal Travel Combined with Business Travel

When personal travel is combined with business travel, the employee will be reimbursed for only the business portion of the trip at the lowest available fare.

Where the allocation of business versus personal travel is not clearly evident, e.g. a multi-destination airline ticket where one or more of the destinations is for personal travel, then an airfare quote for the “business portion only”, taken at the same time as the actual airline booking, should be provided to the approver. The airfare quote for the business portion of the trip will be the reimbursable amount, if this amount is lower.

Air and Rail Travel – Class of Service

For domestic and international flights, the standard class of service is the least expensive economy class fare. All other business class and premium economy travel may be permitted (e.g., flights in excess of 6 hours, or for medical reasons) if pre-authorized by the principal, dean, director or senior executive to whom the traveller reports.

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Approvals

Business Class or Premium Economy air travel is not encouraged, but in circumstances where it is deemed appropriate, approval from the principal, dean, director, chair or senior executive to whom the traveller reports must be obtained in advance of booking the flight. The approval documentation regarding the request for approval should be retained in the department.

In assessing a request for approval of Business Class or Premium Economy air travel, the approver should consider whether a member of the general public would agree that the higher rate is justified. Examples of circumstances that may justify travelling in Business Class or Premium Economy could include:

- *physical constraints on a long flight segment (in excess of 6 hours), or*
- *medical reasons which preclude travelling in economy.*

The lack of availability of economy seats due to late travel arrangements which could reasonably have been avoided through better planning would generally not be viewed as adequate justification for Business Class or Premium Economy travel. Where approval is granted, the approver is responsible for justifying the higher rate / class of service.

Vehicle Rental – Rental Insurance

Domestic – The University receives free collision damage waiver (CDW) in North America when payment for vehicle rental is made with the Corporate Travel and Hospitality Card, therefore when renting vehicles, decline this coverage. See travel insurance coverage for more information. When the Corporate Travel and Hospitality Card is not used, the purchase of CDW is an allowable expense.

International – When a vehicle is rented outside North America, both CDW and Liability insurance should be purchased. All other insurance should be declined.”