

Travel Expense Claim Procedures for Visitors to University of Victoria, Department of Economics

Reimbursement of travel expenses for visitors to the University of Victoria are guided by the University [Travel and Hospitality Policy](#).

1. The University reimburses visitors for actual costs that are authorized, reasonable, and appropriately documented. The University does not pay visitors a per diem allowance. Original receipts are required for all expenses, including meals.
2. Hotel accommodation in Victoria will be booked for the visitor by the Department of Economics, normally at the Laurel Point Inn (<http://www.laurelpoint.com>), if space is available. The Department reserves standard accommodation for the visitor only, and pays only the room rate and taxes, and normally for a maximum of two nights. Any additional nights, upgrades, changes to the reservation and/or personal expenses are the responsibility of the visitor.
3. Transportation costs claimed should represent the most direct route and the least expensive public transportation (e.g. economy class airfare) practical in the circumstances. Costs claimed for travel by private vehicle (including meals and lodging en route) should not exceed the costs by public carrier.
4. **Original** receipts (e.g. plane tickets, hotel bills, restaurant bills) must be submitted for all items. If original receipts are not available the reason must be provided. E-ticket receipts must show proof of payment by the visitor, and original boarding passes are required for air travel.
5. The following items are not reimbursable: accident insurance, medical insurance, traffic and parking violations, videos and other personal expenses. **Travel, accommodation and meal expenses for a spouse are not reimbursable unless it can be shown that the spouse's presence was both essential and directly related to the purpose of the visit.**
6. Where travel expenses are to be partially covered by another organization and the traveler requires the original receipt for submission to that organization, the receipt, upon request, will be "site stamped" by Accounting Services, indicating the amount reimbursed by UVic. The receipt will then be returned to the traveler so a claim for the balance may be made from the other organization. Photocopies will not otherwise be accepted as substitutes for original receipts.

An alternative to the above when sharing costs between institutions is for the visitor to request a full reimbursement from either institution and then that institution will request their share directly from the other. For example, if there is a cost-sharing agreement between UBC and UVic, the visitor may send receipts and a request for reimbursement for the full amount to UBC. UBC administrative staff can then request that UVic reimburse UBC directly for the UVic share, by contacting the address below.

TO REQUEST REIMBURSEMENT:

Submit a signed itemized list of expenses to be reimbursed by UVic, provide your mailing address, and send along with your original receipts and boarding passes (***no photocopies please***) to the following address:

Lori Cretney, Administrative Officer
Dept of Economics
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2 Canada

Questions can be directed to Lori at lcetney@uvic.ca