



## Travel Policy & FAQs

### I. Background

As a Network of Centres of Excellence of Canada, MEOPAR Inc. is hosted by Dalhousie University and is governed by the university's travel policy and guidelines. All travel being reimbursed by MEOPAR Inc. must comply with [Dalhousie University's Travel Policy](#) and travel claim procedures. Please review their guidelines before submitting your claim.

### II. Principles

- a. **Accountability:** As a federally funded not-for-profit organization, MEOPAR Inc. is accountable for effective and efficient stewardship of its resources and for ensuring that these resources are deployed or leveraged in a responsible manner in support of its mandate.
- b. **Appropriateness:** MEOPAR Inc. recognizes that travel expenses, where the primary purpose relates to the business of the Network, may, on occasion, be incurred carrying out its day-to-day business. For MEOPAR staff, committee members, investigators, HQP and partners, these expenses are expected to be reasonable and in line with the mandate of MEOPAR Inc.
- c. **Approval:** In the case of MEOPAR staff and committee members, approval of the Executive Director or Scientific Director is required before travel arrangements are made that do not follow the guidelines outlined in this policy. For investigators, HQP and partners, approval is required by the Administrative Centre.
- d. **Documentation:** Supporting documentation for travel reimbursement claims must follow the guidelines outlined in this policy. Ensure all receipts, itineraries, boarding passes and any other documentation is submitted within 30 days of the travel.
- e. **Responsibilities:** The individual incurring the expenditure will be personally responsible for payment of any expenses which exceed reasonable limits or are not in compliance with this or other MEOPAR Inc. policies.
- f. **Non-Compliance:** Non-compliance with this Policy will result in the adjustment of any reimbursement claims or in case of insufficient support documentation, a rejection of the claim altogether.

### III. Important Information

Individuals must book their own travel arrangements and accommodation and submit a travel claim form within 30 days following the function or event. MEOPAR Inc. will only reimburse the lowest, most economical fares and reserves the right to refuse payment of unreasonable travel claims. Costs

associated with itinerary changes, pre-selection of seats, or seat upgrades will not be paid unless the individual seeks prior approval from the Administrative Centre. Individuals are expected to book travel and accommodation to incur the lowest possible cost and should try, when reasonable, to book flights early and utilize promotional deals or sales.

Individuals planning on arriving more than 12 hours in advance of a MEOPAR Inc. function or departing more than 12 hours after the event has finished, must seek prior approval from the Administrative Centre. If the travel for work includes personal leave on either end of the trip, documentation showing what the work portion of the trip would have cost must be included in the travel claim (e.g. if you are flying back from a different city, please include a quote for the round trip from the meeting location in addition to the actual itinerary).

To ensure the quick and efficient processing of claims, please submit all original receipts, itineraries and boarding passes (printed electronic boarding passes are acceptable). MEOPAR Inc. reimburses for meals at Dalhousie per diem rates (see Section III). Individual receipts for meals will not be accepted.

#### **IV. Reimbursement Procedure**

All expense claims must be submitted by filling out a Dalhousie Travel Claim Form.

For those not associated with Dalhousie University, please use the following answers to complete the form:

- Department: MEOPAR
- Affiliation: Researcher, Board Member, Committee Member, etc.
- Purpose: the event or function attended, or purpose of travel

Once the form has been completed (see completed travel claim below), send the claim with original signature, numbered receipts and boarding passes to:

Janet Marshall, Executive Assistant  
MEOPAR  
1355 Oxford Street, Suite 2-41  
Halifax, NS, B3H 4J1  
902-494-4384

Please tape or staple all original receipts to a blank piece of paper to ensure they are not lost in transit and photocopy the travel claim and supporting documents for your own records.

For Dalhousie students or staff members, expenses are reimbursed by direct deposit, so please include a Banner number on the claim form. For all others, Dalhousie will mail a cheque to the address listed on the travel claim form. Direct deposit is possible but please contact the Administrative Centre for more details.

Note: Once MEOPAR approves your travel claim, processing through Dalhousie University may take up to three weeks.

## **V. Per Diem Rates**

### **Meals**

MEOPAR will reimburse individuals for meals at the per diem rates. The current per diem rate for Canada is as follows (subject to change):

- Breakfast: \$10.00 CDN
- Lunch: \$14.00 CDN
- Supper: \$24.00 CDN
- Daily rate: \$48.00 CDN

Note: Individual meal receipts will no longer be accepted. Everyone will be reimbursed at per diem rates. Per diems cannot be claimed if a meal was served at the function or event, unless you could not eat the meal due to dietary restrictions, or if a meal is included in the cost of accommodation.

Per Diem Rates for international destinations are per the Treasury Board of Canada Secretariat rates: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)

Note: International per diem rates can only be claimed if the travel is outside of Canada. For those travelling to Canada from international destinations, Canadian per diem rates will apply.

There is no “incidental rate” reimbursement.

### **Accommodation**

MEOPAR Inc. will reimburse individuals for accommodation at the following rates:

- Commercial: Any reasonable rate for single accommodation
- Private: \$40.00/day (subject to change)

### **Transportation**

MEOPAR Inc. will reimburse individuals for transportation in their own vehicle at the following rate:

- Private-Owned Vehicle: \$0.44/km (subject to change)

Note: If the cost to travel in a personal, or rented, vehicle is more than an economy train, bus or air ticket, please choose the most inexpensive option. As a guideline, for travel over 200 km, travel by air is generally the most cost effective. If it is more economical to use a taxi instead of parking your own vehicle in airport parking, please take a taxi. Ensure it is a legitimate taxi service and can provide a receipt.

## **VI. Additional Information**

- MEOPAR Inc. reserves the right to reject unreasonable travel expense claims. The claimant must always choose the most economical means of transit, accommodation and related travel expenses. If you require special consideration, please discuss with the Administrative Centre prior to making the arrangements;

- Individuals can only claim their own personal travel expenses. If your travel expenses are paid for by an organization, that organization should invoice MEOPAR Inc. directly for reimbursement;
- MEOPAR staff cannot book travel arrangements for anyone;
- Unpaid invoices cannot be claimed for reimbursement;
- Original, itemized receipts are required (an itemized receipt shows a detailed list of what was ordered/purchased). Credit card receipts alone, will not be accepted;
- Please provide a copy of the flight itinerary and boarding passes with travel claims. Printed electronic boarding passes are acceptable;
- A travel advance can be requested prior to the function or event. Please contact the Administrative Centre for more information;

Questions? Please contact:

Janet Marshall, Administrative Officer

902-494-4384

[janet.marshall@meopar.ca](mailto:janet.marshall@meopar.ca)

## Frequently Asked Questions (FAQ)

### 1. Who do I contact if I need assistance with my travel claim?

Janet Marshall  
[janet.marshall@meopar.ca](mailto:janet.marshall@meopar.ca)  
902-494-4384

Julie Atienza  
[julie.atienza@meopar.ca](mailto:julie.atienza@meopar.ca)  
902-494-4388

### 2. What is the cut-off date for reimbursement claims after travel?

Claims must be submitted within 30 days following MEOPAR-related travel.

### 3. How quickly will my claim get processed?

Once received and approved by the MEOPAR office, your claim is sent to Dalhousie University for processing. This can take up to 3 weeks. If you have not received your reimbursement after 4 weeks, please contact our office.

### 4. How will I receive my reimbursement?

Dalhousie employees are reimbursed through direct deposit and a notification is sent by email when funds are being deposited. For non-Dalhousie employees, your reimbursement will be in the form of a cheque and will be mailed to the address you provided on the claim. If you would like to sign up for direct deposit, please contact the Administrative Centre.

### 5. Which sections do I need to fill in?

Please see the travel claim below. Fill in the following sections:

Name, Department, Phone, Trip Destination, Affiliation with Account being Charged, Purpose, Period Covered, Payee Mailing Address, Email, Date, Particulars, Receipt Number, Actual Receipt Amount, and Canadian Total Claimed Including GST/HST.

### 6. How do I fill the claim in if I'm not a Dalhousie employee?

All of the above mentioned sections must be filled in. The only section not applicable to you is Dalhousie ID. See instructions above in Section III.

### 7. What expenses do I need original, itemized receipts and supporting documentation for?

Original, itemized receipts are needed for hotel accommodations (be sure the receipt shows a balance owing of zero), taxis, and incidentals like parking. You may not claim meals using a receipt. MEOPAR will only reimburse at per diem rates (see rates above in Section V).

### 8. What are some examples of ineligible expenses?

Any expense that is not directly attributed to the purpose of the travel is considered an ineligible expense. Things like alcohol, snacks from the minibar, or recreational activities are ineligible expenses.

### 9. Are electronic boarding passes acceptable?

Yes, electronic boarding passes are acceptable but must be printed out and attached along with the flight itinerary to your claim.

### 10. Am I allowed to fly direct at a higher price?

No. All travel must be arranged as to incur the lowest possible price. If there is a medical reason that requires a direct flight, please contact our office before you book your flight to get the travel pre-approved. As well, you are encouraged to book with the airline directly (and not use Expedia, Kayak, etc.) so that we can claim an HST rebate.

**11. Am I able to pre-select my seat or upgrade?**

MEOPAR will not cover costs of pre-selection of seats or upgrades. If you have a medical condition that requires an upgraded seat, please contact our office before you book your flight to get the request pre-approved.

**12. What should I do if I lost a receipt?**

Please contact the organization or company that issued the receipt to see if they can reprint it and send you a replacement. If they cannot issue you an itemized receipt, please provide your credit card receipt or statement and make note of the reason why on the travel claim.

**13. Do I need receipts for meals?**

No. MEOPAR reimburses individuals for meals using per diems, which do not require receipts. Per diem rates can be found in Section V.

**14. Can I claim meal expenses above and beyond per diem rates?**

No. MEOPAR will only reimburse individuals at per diem rates. Meals, which exceed the meal and/or daily rate, are the responsibility of the claimant.

**15. What if I combine a personal vacation with my business travel?**

Before planning your travel, you must contact either Janet or Julie to discuss the details. MEOPAR will only fund the business portion of your trip. You are responsible for any differences in airfare.

**16. Am I allowed to claim tips?**

You are allowed to claim tips as long as they are within reason. Tips that are above 20% of the subtotal will not be reimbursed.

**17. What if a university/organization paid for my travel?**

If an organization or university paid for your travel, the organization or university must invoice MEOPAR directly for the expense. Travel claims are for items you paid for personally.