



University  
of Windsor

**Travel Policy and Procedures**  
**for the**  
**University of Windsor**

*April 2015*

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## I. Policy

**The University shall reimburse its travellers for reasonable and necessary expenses incurred by them in the course of carrying out their University responsibilities.**

A traveller is defined as any employee, faculty, staff member, Board member or other approved individual who is being reimbursed travel-related expenses by the University of Windsor. This includes Research Grant travel. Refer to *Third Party Travel* below for further detail on reimbursable expenses for third party claimants.

A “reasonable expense” is deemed to be based on sound judgement and moderation. As travellers of a public institution which aims to use its resources as effectively as possible, travellers must exercise care in incurring travel expenses. Refer to *Eligible Travel Expenses* below for further detail on reimbursable expenses.

### A. Scope

This policy applies to all University travel including research grant travel, **regardless of the ultimate source of funding, unless** specifically indicated otherwise by the funding source. Please note that travel claims funded by a third party (e.g. under a research grant or contract) will be governed by the policies and regulations of the funding agency. Where funding regulations are different from University policies, the more stringent policy will take precedence.

If a circumstance arises that is not specifically covered in the procedures below, the traveller or signing authority must adopt the most conservative course within the “spirit” of this policy or consult the Finance Department. For research-related travel contact the Research Grant Accounting Office.

## B. Responsibility

**The University of Windsor** is responsible for maintaining appropriate controls and checks as part of its accountability. The traveller is responsible for ensuring that claims for reimbursement are accurate, conform with the University's Travel Policy and Procedures and, where applicable, funding agency rules, and that all expenditures are supported by **original detailed receipts** as required. The traveller is encouraged to submit for reimbursement a TRAVEL EXPENSE CLAIM FORM (referred to as "Expense Form") within 15 working days and no later than twelve months from completion of the trip. All forms must have the proper approval signatures and must show the entire cost of the trip including expenses for which any prepayments related to the travel have been issued. The traveller is also responsible to repay any overpayment of reimbursement back to the University, as this is considered a debt owing. Further, in the event that a traveller is ceasing employment with the University, all claims for expenses will be submitted before leaving.

The **authorized approving officer** is responsible for ensuring that claims are for legitimate University related activities or relevant research-related activity, are within the conditions of the Travel Policy and Procedures and are being charged to an appropriate account. Outlined below are the authorizations required when claiming reimbursement for travel expenses.

For claims to be reimbursed from research grants, the **authorized grantee** is responsible for ensuring that funding is available and that expenses conform to those allowable under the guidelines of the sponsor.

The **Accounts Payable Department** is responsible for developing and maintaining administrative processes relating to travel, processing travel reimbursements in a timely manner and ensuring that claims for reimbursement are in compliance with the University of Windsor Travel Policy and Procedures.

### C. Authorization

The following authorizations are required to request a reimbursement of travel expenses:

1. The signature of the claimant / traveller.
2. Approval by an authorized approving officer as outlined in the following chart.

Generally all travel expenses must be approved by a minimum of one level of authorization above the claimant.

<b>Authorization Required</b>	
President	Chair of the Board of Governors or her/his designate.
Vice-President	President or, in her/his absence, acting designate.
Associate Vice-President	Provost and Vice President Academic or in her/his absence, President, or appropriate Vice President, as applicable.
Assistant Vice-President	Provost and Vice President Academic or in her/his absence, President.
Dean	Provost and Vice President Academic or designate
Department Head, Associate Dean	Faculty Dean, or in her/his absence, her/his delegate.
Travellers charging research accounts	Principal investigator. When the principal investigator is the claimant, the authorized approving officer must be a minimum one level of authorization above the claimant (i.e. for faculty members, this would be the Department (AAU) Head or her/his delegate). When a Department Head is the grantee or where next level in the hierarchy (Dean, Vice President, Academic, or President) is required. If necessary, the Vice President Research & Innovation may be called upon to assist in resolving differences between the grantee and the Department Head.
Travellers charging non-research accounts	The authorized approving office must have account signing authority, and must be a minimum one level of authorization above the claimant.

3. When two or more persons are travelling together:
  - All travel expenses must be submitted by the traveller who incurred the expense; and
  - The Expense Form must be approved by a minimum of one level of authorization above the individual with the highest authority who is included in the expensed incurred.
4. If the account to be charged is a research account, the Research Grant Accounting office will verify that the expenses are in compliance with the funding agency regulations.

## **II. Procedures**

### **A. Making Travel Arrangements**

Travel should be affected by the most economical and practical route possible utilizing the following modes:

- By air – economy fare (see section E ii);
- By rail – first class/VIA 1, Sleeper class/berth (when available and necessary);
- By rental car, if economical and practical;
- By privately owned automobile, rates can be found in Appendix A.

See Ground Travel for additional information (see section E iii).

### **B. Methods of Payment**

Travel expenses should be paid using the following options:

- University of Windsor Corporate Travel Credit Card (Corporate Travel Card)
- Direct billing from the vendor to the University, Accounts Payable Department

If the above two options are not available (*i.e.* credit card is not accepted) then the following methods of payment can be considered.

- Personal credit card
- Cash

## ***University of Windsor Corporate Travel Credit Card***

The University participates in a corporate travel credit card program for University business travel related expenditures. Cards are issued to individuals in their name and payment to the credit card company is the responsibility of the cardholder. Timely submission of your Expense Form to Accounts Payable will ensure your payment to the credit card company can be made by the statement due date and minimize your “out of pocket” turnaround time. The University will not pay for interest or late payment charges on a corporate travel card, as per the Travel Card agreement.

Cash advances at ATM’s (up to daily and monthly limits) are available on the Corporate Travel Card. Service charges related to cash advances that appear on your statement can be submitted as part of your Expense Form. There will be no pre-travel cash advances.

To accommodate circumstances where the University is required to pay travel costs for a 3<sup>rd</sup> party, the University has a Business Travel Account “BTA” agreement with the corporate credit card program. No physical credit card exists and expenses on this card are billed directly to and paid for by the University. A BTA number is issued in the name of a University department and the costs will be charged to each department as the account is utilized. Usage is appropriate only when a physical card does not have to be produced i.e. when booking a flight online. Please note you cannot use the BTA card to book a rental vehicle.

- **Direct Billing**

The traveller may ask the billing party to send an invoice directly to the University’s Accounts Payable Department. Direct billings should also be shown as such on the Expense Form and deducted at the bottom of the form. This allows the University to track the total cost of each trip on one form. Direct billings require the signature of the claimant and must be approved by a minimum of one level of authorization above the claimant (see Authorization required, page 4).

- **Personal Credit Card**

Personal credit cards may be an alternative to the Corporate Travel Card. The University does not pay for service charges, interest or annual fees associated with personal credit cards; this is the sole responsibility of the cardholder. Reimbursement of travel expenses on personal credit cards will not be made until after the completion of travel. The only exception to this will be if the supplier does not accept the current corporate travel

credit card. In this case the Accounts Payable Department will reimburse the traveller upon submission of an authorized Expense Form.

### **C. Expense Reporting**

Travel expenses will be reimbursed providing they are reasonable in nature and amounts, are properly supported with documentation as described in Receipts below, and have been appropriately approved as described in Authorization Required above (see section I c). In order to claim travel expenses, the traveller must submit an Expense Form within 15 working days from the completion of the trip. Claims for expenses that are older than twelve months will not be reimbursed. The Expense Forms are available online at [Travel Expense Form](#)

The Expense form must fully detail the purpose of the trip, the dates, and destination. For travel associated with a conference, the conference brochure must accompany the Expense Form. For non-conference travel, relevant evidence of the purpose of the trip should be included with the Expense Form (*i.e.*, meeting agenda, invitation to speak at a conference or other institution, research collaboration). Notification of all planned travel should be given to the individual authorizing your travel prior to travel arrangements being completed.

### **D. Receipts**

Original receipts are required for reimbursement of all expenses *with the exception* of the per diems and gratuitous accommodation. Where a receipt is required, an original itemized document on company letterhead acknowledging receipt of payment is needed. Neither credit card statements nor credit card slips are acceptable substitutes for original itemized receipts unless approved by the authorized approving officer, and allowed by the granting agency. Boarding passes must also be included with Expense Forms. In instances where an original receipt is not issued or has been lost, submit a copy of the credit card statement or credit card slip together with a Lost Receipt Form. The Lost Receipt Form is available online at [Lost Receipt Form](#)

A full accounting of the entire trip should be reported on the Expense Form, including any pre-travel reimbursement for expenses should be attached and marked prepaid.

When tickets are purchased electronically and no actual ticket is issued, the traveller must submit a copy of the confirmation of purchase obtained at the time



the transaction occurred. Please be sure to include the printout indicating the method of payment.

When a receipt for meals or incidental expenses is unavailable, a per diem may be claimed. Current per diem rates can be found in Appendix A.

Please note that if travelling in the United States and/or abroad, then per diem rates noted in Appendix A can be claimed in US dollars.

For travel in the United States and/or abroad a Canadian and/or US Dollar Expense Form can be submitted. If trip includes travel in the United States and Canada two separate Expense Forms can be submitted.

In cases where the cost of a trip is partially funded by an outside source which requires original receipts, the original receipts must first be submitted to Accounts Payable with the Cheque Requisition Form. Accounts Payable will stamp and date these receipts and return them to the claimant or if research-related return them to the Research Finance Office.

## **E. Eligible Travel Expenses**

### **i. Accommodation**

#### **(a) Hotel Expenses**

Reimbursement of reasonable accommodation expenses is normally limited to a single room rate per traveler. Surcharges for individuals who accompany the employee and who are not on University business will not be reimbursed. The lowest rate and/or Government/ CAUBO rates should be requested. Please refer to the CAUBO website for eligible discounted hotel rates at [CAUBO Travel Guidelines](#)

If accommodation reservations must be cancelled, it is the responsibility of the traveler to ensure that cancellation is made in sufficient time that a financial penalty is avoided.

Travellers are encouraged to use the University Corporate Travel Card for deposits and hotel expenses.

**(b) Gratuitous Accommodations**

The University recognizes that gratuitous accommodation assists the traveller and the University in maintaining low travel expenses. The intent of this allowance is to reduce hotel costs by encouraging the traveller to lodge with family or friends when possible. The maximum reimbursable rate, when travelling on approved University business, is found in Appendix A. Receipts are not required. This allowance is payable to the traveller only, not to the lodging host.

**(c) Long Term accommodation**

If faculty and staff are required to spend more than one continuous month in a single location, appropriate arrangements for suitable rental or board or lodging accommodation at weekly or monthly rates should be made prior to or as soon as possible after the start of the travel period.

**ii. Air Travel**

**(a) Airfare**

Reimbursement of travel costs will not normally exceed economy air. Travellers are encouraged to obtain the lowest available fare; this can often result in a charge that is lower than the economy rate. Claims for First Class and Business Class travel will be reimbursed at the economy rate unless special circumstances so warrant (e.g. a medical certificate). Requests for Business class are permitted only for trip segments over 6 hours in length. Travellers claiming for the costs of air travel in a class of travel higher than economy must obtain the pre-approval of their respective authorizing individual. Note that some granting agencies, including NSERC, SSHRC and CIHR, specifically limit air and rail travel to economy / coach fares.

Travel should be via the most direct route, but indirect routing can be approved if the cost does not exceed that for the direct route. The traveler requesting reimbursement for indirect routing must be able to provide evidence of the variable costs as part of the Expense Form.

As significant savings can be realized by making reservation in advance, all travellers are recommended to plan their travel at least 14 days prior to departure.

To be reimbursed for airfare costs, the traveler must attach the electronic ticket(s), accompanied by boarding passes, and/or other proof of completed travel to the Expense Form.

Financial penalties which apply to changes and cancellations or non-refundable tickets are reimbursed if the change is made for University business, rather than for personal reasons or if special circumstances so warrant.

***Unused tickets***

It is the responsibility of the traveller to pursue credit for any unused refundable tickets or any portion thereof and ensure:

- The credit is issued to the University,
- The credit is used for University purposes,
- The credit is personally refunded to the University if the credit is used for personal purposes.

***(b) Frequent Flyer Points***

A traveller may choose to enrol in a frequent flyer program. Enrolment fees are not reimbursable and therefore are the responsibility of the traveller. Frequent flyer status is NOT to be a determining factor in the selection of the carrier. The choice of carrier must always be based on the most economical fare. Travellers are not permitted to seek cash reimbursement for airline tickets purchased on frequent flyer points.

**iii. Ground Travel**

***(a) Airport Transportation***

A taxi or bus is recommended for transportation to and from airports.

***(b) Car Rental***

Car rental bookings can be made by the traveller or with the assistance of a travel agency. When making car rental bookings, the traveller is encouraged to obtain the cost-effective, practical vehicle and to take advantage of corporate and other discounts. Please refer to the CAUBO website for eligible discounted car rentals at [CAUBO Travel Guidelines](#)

- Original receipts must be attached to your Expense Form.
- If you are renting a vehicle you cannot claim the kilometre allowance on the Expense Form.
- Please note you **cannot** use the Business Travel Account card (see page 5) to book a rental vehicle.

➤ ***Collision/Loss Damage Insurance***

**When renting a vehicle in Ontario** and using your Scotiabank Travel Visa Card, a cardholder may decline the Rental Agency's collision damage waiver (CDW) if you strictly adhere to the following:

- Your Travel Visa must be in good standing;
- You must initiate and complete the entire rental transaction with your Travel Visa (the full cost of the rental must be charged to your Travel Visa);
- Coverage is limited to one rental vehicle at a time;
- The length of time that you rent the same vehicle or vehicles must not exceed 48 consecutive days;
- Coverage is limited to loss/damage to, or theft of a rental vehicle only up to the rental vehicle's actual cash value plus valid Loss of Use charges;
- The Cardholder must decline on the rental contract the CDW option or its equivalent offered by the Rental Agency;
- This coverage does not apply to specialty or expensive/ exotic vehicles (see Scotiabank Visa Cardholder Information Package);
- Claims must be reported within 48 hours of the loss/ damage occurring by calling (800) 847-2911 (in Canada or United States) or you can call collect at (410) 581-9994.

➤ ***General Guidelines on the Rental of Vehicles***

**When renting a vehicle outside of Ontario** you must purchase the collision and damage coverage offered through the Rental Agency.

- In cases of accidents, please notify Insurance & Risk Management at extension 2080 as soon as possible.
- If you are using your own personal credit card to reserve and pay for your rental vehicle you are responsible to make the decision on the extra insurance.
- You should always inform the rental agency if you intend to have additional drivers or will be crossing a provincial or international border.

Refer to the [Insurance & Risk Management website](#) for additional information.

***(c) Privately owned vehicles***

When a privately owned vehicle is used on University business, the kilometre allowance is designed to cover vehicle operating costs, including gasoline, insurance, repairs and maintenance.

The reimbursement for kilometre allowance may not exceed the cost of comparable 30 day advance purchase airfare rates. When completing the Expense form, dates, kilometres and destination must be included.

When travelling in a group, only one person may claim mileage on any one business trip. The names of the passengers must be shown on the Expense Form. Passengers may not claim mileage or equivalent costs. The current kilometre allowance rate can be found in Appendix A.

***(d) Parking/Highway Tolls/Ferries/Bridge Tolls***

Receipts must be obtained for reimbursement purposes where possible.

***(e) Rail***

The first class/VIA 1 accommodation for day travel, or standard lower berth or roomette accommodation for overnight travel is acceptable for travelling by rail.

***(f) Taxi/Bus***

Taxi or bus transit may be used where this represents an economical means of transportation. Receipts should be obtained for reimbursement purposes.

**iv. Meals**

***(a) With Receipts***

Individuals will be reimbursed for reasonable amounts incurred for meals when travelling on University business. The receipt must be an original itemized receipt. A credit or debit card receipt is not acceptable. Meals claimed on a receipt basis must exclude any charges for alcoholic beverages. For amounts significantly over the per diem an explanation is required.

(b) ***Without Receipts (per diem)***

Only meal costs incurred while on University business or during travel for University business should be claimed. For example, a traveller beginning or ending travel midway through a day should not claim the full day's allowance.

(c) ***Included in Registration Fees***

When meals are included in registration fees for seminars and conferences, or are included in travel, individuals will not be permitted to claim an allowance for those meals.

To simplify processing, no receipts are required when claiming per diem meal allowances. Refer to Appendix A for the Maximum Per Diem Rates.

**v. Registrations**

Registrations should be charged against the traveller's Corporate Travel Card, whenever possible. Registration Fees pre-travel can be reimbursed only when using the Corporate Travel Card. A copy of the Full Conference Registration must be included with the Expense Form.

**vi. Out-of-Country Travel**

Persons travelling outside of Canada will be reimbursed for expenses if they were specifically incurred and necessary for their travel.

Such expenses include, but are not limited to, the costs of:

- travel visas
- currency exchange conversion or surcharge fees
- airport/departure taxes
- immunization shots

Receipts are required for reimbursement. When claiming expenses on the Expense Form, state the amount and type of currency used. The exchange rate will be calculated by Accounts Payable unless proof of the exchange is provided. The exchange rate should be the applicable rate on the transaction date. When possible, provide a copy of the cardholder's statement to support exchange rates.

**vii. Dependant Care**

Whenever an employee is required by the University to travel for purposes related to the performance of their duties and they incur expenses for the care of a dependant child or dependant adult as a direct result of such travel, such expenses shall be accepted under the travel submissions submitted by the employee, subject to the following conditions;

- (a)* There has been approval in advance by the Department Head that such expenses may be charged;
- (b)* Submissions for dependant care expenses should be receipted and attached to the travel report. The original receipt must contain the name, address, and phone number of the caregiver; the dates care was provided; the amount paid to the caregiver; and the signature of the caregiver acknowledging receipt of funds.
- (c)* Such expenses were incurred directly as a result of the requirement for the employee to travel on University business (regular ongoing dependant care is not reimbursable).
- (d)* Amounts paid to a spouse or partner may not be claimed.

Please note that travel claims funded by a third party (e.g. under a research grant or contract) will be governed by the policies and regulations of the funding agency. Employees are urged to determine from the funding agency and prior to incurring expenses for dependant care the extent of the coverage which may be available.

**viii. Benefits derived**

Any benefit derived while on University Travel with a value of \$200.00, should be disclosed as required under the Gifts, Hospitality and Other Benefits Policy.

**ix. Other Eligible Travel Expenses**

The specific nature of miscellaneous expenses is to be detailed on the Expense Form and original receipts must be provided.

- Fax and e-mail charges
- Reasonable laundry/dry cleaning (after seven consecutive days of travel)
- Transaction fees levied by travel agency
- Reasonable telephone charges
- Luggage costs assessed by carrier
- Any travel expenses related to physical/medical disabilities of the traveller
- Flight cancellation insurance
- Work visas required as a result of travel
- Conference activities published in the conference program, if pre-approved

**F. Ineligible Travel Expenses**

Inclusive but not limited to:

- Any expenses related to accompanying travel companions
- Pet care expenses
- Non-business or personal related expenses
- Parking fines and other traffic fines
- Library fines
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Expenses related to damages to uninsured rental cars and privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- Meals included in another reimbursable item (e.g. conference fee, transportation charge, accommodation)
- Alcohol
- Passports
- Toiletry articles
- Movie rental or mini-bar



## **G. Group Travel**

Accounts Payable requires a list of the individuals comprising the group. The individual overseeing the entire trip is responsible for obtaining and submitting all original receipts.

### Third Party Travel

Reimbursement for allowable expenses for a third party (i.e. contractor, consultant, etc) can only be claimed and reimbursed when contract with the University specifically provides for it. All noted rules, guidelines and rates within this Policy are applicable to all third party travel related expenses.

Further, under no circumstances can any hospitality, incidental or food expenses be considered as allowable expenses for third party individuals and cannot be included in contract with the University.

## **H. Exceptions to the Policy**

At times, special circumstances arise that may warrant exceptions such as deviations from the list of ineligible expenses. For all exceptions to this policy, pre-approval of the exception is required from the traveller's respective Vice-President or his/her delegate in writing\* and the Executive Director, Finance or his/her delegate. This written pre-approval must accompany the Expense Form. The Executive Director, Finance is required to inform the President of all exceptions granted on a quarterly basis.

Where the President or Vice-Presidents, for business reasons, believes an exception is warranted, the overriding interest will be to ensure that consistent and stringent standards apply.

As noted previously, travel claims funded by a third party (e.g. under a research grant or contract) will be governed by the policies and regulations of the funding agency. Where funding regulations are different from University policies, the more stringent policy will take precedence.

\*For the purposes of this section, the Provost/Vice-President, Academic has appointed the Executive Director, Finance their delegate for deciding when to grant exceptions to this policy.

## **I. Entertainment**

Please refer to the Entertainment Policy at [Entertainment Policy](#).

### III. Appendices

#### Appendix A – Travel Expense Reimbursement Rates

(Updated - July 1, 2011)

- **Kilometre Allowance:** The current allowable rate is \$0.54 per kilometre.
- **Gratuitous Accommodations:** The maximum reimbursable rate is \$25.00 CDN per night.
- **Meals: without receipts** Maximum per diem rates:

	July 1, 2014	July 1, 2015	July 1, 2016
Breakfast	\$13.00	\$13.00	\$13.00
Lunch	\$22.00	\$22.00	\$22.00
Dinner	\$35.00	\$35.00	\$35.00
Incidentals	\$17.00	\$17.00	\$17.00
Totals	<b>\$87.00</b>	<b>\$87.00</b>	<b>\$87.00</b>

## **Appendix B – Guidelines on Travel within the City of Windsor and Surrounding Area**

### **Policy**

It is the responsibility of the University of Windsor to reimburse its business travellers for reasonable and necessary expenses incurred by them in the course of carrying out their University responsibilities.

A “reasonable expense” is deemed to be based on sound judgement and moderation.

### **Responsibilities**

The *traveller* is responsible for ensuring that claims for reimbursement are accurate, and conform to the University’s Travel Policy and Procedures.

The *authorized approving officer* is responsible for ensuring that claims are for legitimate University activities or relevant research-related activities and within the conditions of the Travel Policy and Procedures, and are being charged to an appropriate account.

### **Expense Reporting**

Travel expenses will be reimbursed provided they are responsible in nature and amount, are properly supported with documentation as described in *Receipts* below and have been appropriately approved as described in the University’s Travel Policy and Procedures. In order to claim travel expenses, the traveller must submit an Expense Claim Form to Accounts Payable. When claiming for multiple trips, a list of dates and purpose to trip must be included. The cost of travelling to or from your home to the University will **not** be reimbursed. Claims for expenses that are older than twelve months will **not** be reimbursed.

### **Receipts**

Original receipts (where applicable) are required for reimbursement of all expense *with the exception* of the per diem and auto allowance rates. Where a receipt is required and original itemized document on company letterhead acknowledging receipt of payment is needed.

### **Auto Allowance**

Minimum distance of 15 kilometres round trip at the University’s current allowable rate as stated in the Travel Policy and Procedures.

### **Suggestions**

- Car pool or use public transportation whenever possible;
- Limit the number of trips, e.g. teleconferencing;
- Schedule meetings back-to-back at either the beginning or end of the day.

### **Meals**

When the traveller is required to be away from their normal work place during normal meal times, they may claim reasonable expenses for meals. These claims must be supported by original detailed receipts. The claim should also provide an explanation of why the traveller was away from the normal work place and for how long.

### **Incidentals**

Incidental expenses for travel within the City of Windsor and the surrounding area are limited to \$5.00 per day without receipts. An explanation of the expense incurred should accompany the expense request.