

Method of Travel: Policy highlights

When determining the method of travel, the phrase "practical and economical" should be applied in the order of first "practical" and second "economical".

Vehicle

Choosing the Appropriate Vehicle:

When road transportation is a practical and economical way to travel, the order of preference:

- Rental vehicle
 - When renting a vehicle, a compact model or its equivalent is required.
 - o Luxury and sports vehicles are prohibited.
 - o To avoid higher gasoline charges, refuel your rental car before returning it.
 - o Rental vehicle cannot claim kilometers only gas expenditure is to be claimed.
- Personal Vehicle
 - o Only if it is more economical than a rental vehicle.

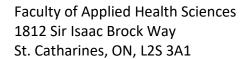
Note: The University assumes no financial responsibility for personal vehicles. The University will only pay the kilometer reimbursement rate if you are using your own vehicle for University purposes.

The kilometer reimbursement rate is applied as the lesser of:

- The distance from the claimant's home campus and the travel destination; and
- The actual distance traveled from the claimant's home and the travel destination. If you will be driving more than 500 kilometers round trip, you should consider using a rental vehicle.

Note: When claiming kilometers, please indicate the vehicle ownership and passengers.

 Only the driver can claim the kilometers on the CONFERENCE TRAVEL FUND EXPENSE REPORT





Train

- o Travel by train is permitted when it is a practical and economical way to travel.
- o Economy (coach) class is the standard option for ticket purchase.
- o International train travel should be at the Canadian equivalent to coach class.

<u>Airplane</u>

- o Air travel is permitted if it is a practical and economical way to travel.
- o Economy (coach) class is the standard option for ticket purchase.