

## 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.
  - Luxury and sports vehicles are prohibited.
  - To avoid higher gasoline charges, refuel your rental car before returning it.
  - Rental vehicle cannot claim kilometers - only gas expenditure is to be claimed.
- Personal Vehicle
  - 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

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

### Airplane

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