

POLICY

✈️ AIRFARE

The standard class of service is the **least expensive economy class fare**.

All other **business class and premium economy travel may be permitted in case of** Physical constraints on a long flight segment (in excess of 6 hours non-stop flight) or for medical reasons. **This must be pre-authorized by the principal, dean, director, or senior executive** to whom the traveller reports prior to booking the flight. **Note:** Lack of availability of economy seats due to late travel arrangements is not viewed as adequate justification for business class. The claimant is responsible for providing the necessary proof of air travel.

When personal travel is combined with business travel, the employee will be reimbursed for **only the business portion of the trip at the lowest available fare**. It is strongly recommended that it is brought to the attention of the approver **prior** to booking the travel.

Flight cancellation insurance purchased for low cost discounted air tickets is an allowable expense.

🏠 ACCOMMODATIONS

The standard is a single room with a private bath in a business class hotel.

Partner Travel Accommodations

If a partner accompanies the traveller, the amount to be claimed by the traveller should only be the most economical room rate for a single occupant — **any excess room charges to accommodate the partner are not allowable**.

🍽️ MEALS

A per diem allowance may be claimed in lieu of actual meal costs.

The meal per diem allowance is not available where meals are included as part of another reimbursable item (e.g., transportation charge, conference fees). The standard for meals is a restaurant in a business class hotel or other of equivalent quality.

🚗 TRANSPORTATION

The standard for vehicle rental is a midsize car. Vehicle rental is a reasonable method of transportation for round trips **up to 500km**.

When the Corporate Travel and Hospitality Card is not used, the purchase of CDW is an allowable expense for domestic rentals. For rentals outside North America, both CDW and Liability insurance should be purchased.

A personally owned vehicle may be used for trips **up to 500km** round trip. Claim will be limited to the equivalent least expensive mode of transportation to and from that destination.

Transportation between campuses, which is not part of the employment contract or arrangement, may be claimed for reimbursement. An exception applies if the claimant regularly drives to work, and now has to drive to another campus that is on route to their home campus then they would not be reimbursed for their mileage. No reimbursement can be made for travel to and from an employee's residence and normal place of business.

Taxi expenses incurred as a result of UofT business is permissible and reimbursable.

🍷 HOSPITALITY

Business entertainment of non-University employees should be limited to the cost of meals and beverages provided in a hotel dining room or restaurant of an equivalent quality.

Entertainment of a different variety (e.g., athletic events, theatre productions, retirement) **require prior approval** of the Dean or Department head.

If alcohol is provided, moderate consumption and price point is the standard. The Department will only reimburse a maximum amount of \$20 per/person including gratuity for alcoholic drinks.

⚠️ For regular in-house meetings between University employees, no alcohol is permitted.

Any U of T employee hosting a business lunch, dinner or other entertainment event should **limit the number of University employees and other participants attending to only those who can be expected to contribute directly** to the accomplishment of the business purpose.

Please provide original restaurant receipt that includes the restaurant name, date, number of guests & items consumed, amount paid including gratuities. Where more than one person was in attendance for a meal, note the names and university affiliation (e.g. faculty, guest speaker, collaborator, student etc.).

Normally the cost of entertaining fellow University employees is not reimbursable **except in unusual/special circumstances** (e.g., time limitation (extended workday), holiday/retirement parties).