

USask - SENATE TRAVEL EXPENSES – 2023

The University may pay to each *elected member* of Senate travel expenses associated with Senate meetings and responsibilities. Elected Senators are limited to a total claim of up to \$1000.00 per Senate meeting (includes all expenses, ex. air, hotel, meals, parking etc).

REQUIREMENT

Individuals must account for all mileage, accommodation, and meal travel expenditures in accordance with the following procedures. Claims must be submitted and approved by the University Secretary.

PROCEDURE

1. All travel expenses are to be recorded on the attached Travel Expense Claim form.
2. The claim should be signed, emailed to governance.office@usask.ca or submitted to:

Governance Office
Admin E290
105 Administration Place
Saskatoon, SK S7N 5A2

3. Travel claims should be submitted within ten (10) working days of the return date of the trip.
4. Original or scanned receipts or paid invoices *are required* for all expenses except:
 - (a) Meals, other than as outlined below
 - (b) Tips and gratuities
 - (c) Mileage for use of personal vehicles is **\$0.5482/km** (effective June 1, 2023)

The University has established per diem amounts for meal reimbursement while traveling. The per diems are the maximum allowed to a traveler if unsupported by receipts.

Current per diem rates are (as of Nov 1, 2023):

	In province (CDN)	Out of province (CDN)
Breakfast	\$13.00	\$13.00
Lunch	\$18.00	\$20.00
Dinner	\$23.00	\$28.00
Daily Total	\$51.00	\$61.00

Amounts more than the per diem must be reasonable and must be supported by original receipts showing the name of the restaurant and the amount paid.

5. Accommodation expenses are reimbursable up to a level equivalent to standard, non-luxury hotel rates for a single room in a commercial establishment of reasonable class.

When a friend or relative provides accommodation to an individual, a maximum amount of \$35/day may be claimed in lieu of hotel accommodation for the portion of the stay that relates to university business.

Expenses are not paid for optional events such as attending Convocation, the Senate Forum, or other campus events you may be invited to attend.

Expense claims for representatives of professional associations are not reimbursed by the university.

Claims which are deficient will be returned requesting additional documentation and/or information as required.