



THE UNIVERSITY OF WINNIPEG

A Quick Guide to Business Travel at the University of Winnipeg

Faculty and Staff are reminded that an [Application for Travel](#) must be completed, authorized, and submitted to Financial Services prior to the booking of any travel arrangements. See the University of Winnipeg's [Travel and Business Expenditures Procedures](#) for more detailed information.

Following are the most common types of accepted business travel.

1. Travel within the City of Winnipeg

If you are traveling to a meeting or an event on university business within the City of Winnipeg, there are a few different ways available to you to get there:

- a) **Use of your own vehicle** – When using your own vehicle, mileage to and from the event and any parking paid are reimbursable expenses. You must submit a [Travel Expense Claim Form](#) to Financial Services accompanied by any required receipts to receive your reimbursement.

One thing to note: Mileage incurred for travel from your home to the University is not a reimbursable expense, except for after-hours work requirements (i.e. campus emergency or working on-call).

- b) **Car Cooperative with Peg City** – This carshare program is available to all Faculty and Staff who are interested. Vehicles can be reserved for an hour or more. You can pick up and drop off one of 8 vehicles in and around Central Winnipeg. For more information on becoming a member to make use of this service, visit [Car Cooperative with Peg City](#) on the Purchasing Services web page.

- c) **Renting a Car** – Enterprise is the University’s preferred vehicle rental agency for Faculty and Staff. We have contracted rates and special arrangements for billings. The University has a blanket rental car insurance policy through MPI, which covers staff when using a rental car for University business. For more information on booking a rental car, see the [University of Winnipeg – Enterprise Best Practices](#).

2. Travel within the Province of Manitoba

Similar to traveling within Winnipeg, some of the same options are available to you if traveling within the Province on University business. However, in this case, an authorized Application for Travel will be required. Your options are:

- a) Use of your own vehicle;
- b) Renting a vehicle;
- c) And in some cases, Bus or Air travel. Either can easily be booked through our travel agency partner, Out’n About Travel by calling 204.985.9200.

3. Travel within Canada, North America, or Abroad

It is not recommended for Faculty or Staff to use their personal credit card to book their travel arrangements. The University has a support agreement in place with [Out’n About Travel](#) to assist in booking trips for air travel and for hotel accommodations. While the use of Out’n About is not mandatory for travel funded by research grants or TPDA, it is recommended to use their support whenever possible. Some things to remember:

- An authorized [Application for Travel](#) will be required by both Financial Services and Out’n About Travel when preparing to book your travel arrangements. Out’n About will not proceed with any arrangements until they have a copy of the signed form.
- Keep all of your receipts as you will be required to submit them with your [Travel Expense Claim Form](#) should you incur any reimbursable

expenses during your trip.

- It is recommended that travelers regularly review the University's [Travel, Hospitality and Business Expenditures Policy](#) and [Procedures](#) prior to your trip to ensure you have a full understanding of travel expectations.

Please visit our [Questions for Travel Claims](#) which may provide more details on items not covered here. You're also welcome to contact Purchasing Services for more information.