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<b>Name:</b>	<b>Travel – Transportation</b>
Policy Number:	4-3003
Origin:	Financial Services
Approved:	1 October 1991
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
Effective Date	2019-OCT-21
Revision Date(s):	1993-MAR-01, 2007-SEP-01, 2011-JUL-01, 2019-OCT-21

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**Air Travel:**

The University will reimburse to a maximum of the equivalent economy airfare for travel outside of Nova Scotia, regardless of the mode of travel. It is the responsibility of the traveller to provide the necessary proof of air travel. Acceptable documentation to support proof of travel would include at least one of the following:

- a boarding pass (paper or printed copy of the image of an electronic boarding pass, that clearly indicates flight information), or
- a hotel invoice at the travel destination, or
- taxi/transit receipts to/from the airport destination, or
- a record of conference attendance

If there is no other documentation available that supports proof of travel to the destination, the traveler must include a signed statement attesting that they reached the destination(s) using the flight cost(s) claimed.

**Private Auto:**

Travel by private auto is allowed provided such total reimbursement does not exceed

equivalent economy airfare or other reasonable available transportation. Detailed logs that include destinations along with dates and kilometres driven must be submitted. See [4-3005 Travel – Use of Personal Vehicle](#) for more information on use of personal vehicles.

**Rental Vehicles:**

See [4-3012 Travel - Use of Rental Vehicles](#) and [Rental Vehicles Insurance Summary](#) for detailed information.

**Ride Sharing, Taxi and Limousine Service:**

Ride sharing, taxi and limousine service, when appropriate, must be substantiated by original receipts and submitted with the Reimbursement Form.

**Cancellation Insurance:**

When travel is paid from an NSERC, SSHRC or CIHR grant account, cancellation insurance is recommended. For other accounts the insurance is acceptable if purchased to secure a discounted fare.

**Travel Agency Bookings:**

When using a Travel Agency directly, the traveller is responsible to pay the Agency directly. When payment is required before travel commences, you can submit an [Advance Request](#).