

Administrative Directive

For: Travel and Related Expenses Rates, Suppliers and Services
under the authority of Policy 83 and section 9 of its Procedures
by the **Vice President Finance and Operations**

Effective Date: December 1, 2016

- 1. Referencing the Procedure at section 2** - The University has the following travel agent under contract to provide full service or self-service options to university travellers, and which has access to all of the University's specially negotiated rates (air, hotel and car) which result in savings to the traveller and the University:

| Travel Agent | Use | Start Date | End Date |
|---|--|-------------------------|---------------------|
| <p>North South Travel & Tours 3702 W. 10th Ave. Vancouver, BC V6R 2G4 Tel: 604-736-7662 or 1-800-665-1882 Fax: 604-736-6513 Web site: http://www.northsouthtravel.com E-mail: ubc@nstravel.bc.ca</p> <p><i>Note:</i> For changes or cancellations to bookings made in Concur prior to December 2, 2016, please call North South Travel & Tours for assistance. For bookings made in Concur from December 2, 2016, please call UNIGLOBE One Travel for assistance.</p> <p>After December 2, 2016, bookings with North South Travel & Tours can only be made by contacting North South Travel & Tours directly.</p> | <p>Encouraged but optional unless mandated for a unit.</p> | <p>October 1, 2007</p> | <p>May 31, 2017</p> |
| <p>UNIGLOBE One Travel 300 – 144 Alberni Street Vancouver, BC V6G 2Z4 Tel: 604-637-1466 or 250-410-0224 or 1-844-905-3824 (within North America) Fax: 604-688-1012 Web site: http://www.uniglobeone.com/ E-mail: PSI.Travel@UniglobeOne.com</p> <p>Registration for Self-Service Online Travel Booking: https://www.concursolutions.com/registration/register_form.asp?regcode=UBC01&host=hoststring Login: https://concursolutions.com/Default.asp</p> | <p>Encouraged but optional unless mandated for a unit.</p> | <p>December 5, 2016</p> | <p>Current</p> |

2. **Referencing the Procedure at 3.4** - The applicable km/mileage rate for reimbursement of travel by private vehicle is:

| Km/Mileage | Use | Start Date | End Date |
|---------------------|-------------------|----------------|----------------|
| \$.41 per kilometer | Mandatory maximum | March 18, 2008 | March 31, 2013 |
| \$.49 per kilometer | Mandatory maximum | April 1, 2013 | Current |

3. **Referencing the Procedure at subsection 3.5** - The automobile rental companies under contract with the University to provide preferred rates to the University, and the ID# to quote are as follows:

- 3.1. **Referencing the Procedure at subsection 3.5.1.1 Within B.C.** - Please note the following quoted from the Procedures:

3.5.1.1.1. Travellers on University business have access to the Government of BC provincial rates. This rate should be requested when booking the vehicle.

- 3.2. **Referencing the Procedure at 3.5.1.2.1 Outside B.C. (Canada & the U.S.)** -

| Car Rental Company & ID# | Use | Start Date | End Date |
|---|---|------------------|----------|
| Avis/Budget 800-268-8900 ID# A136100 | Encouraged to book with above contracted full service or self-service vendor but optional unless mandated for a unit. | October 1, 2007 | Current |
| National/Enterprise 888-826-6890 ID# XVC4300 | Encouraged to book with above contracted full service or self-service vendor but optional unless mandated for a unit. | February 1, 2012 | Current |

4. **Referencing the Procedure at section 4** - The per diems for meals are as follows:

- 4.1. **For travel within Canada**

| Meal Per Diem – Travel within Canada | Use | Start Date | End Date |
|--|-------------------|-----------------|----------------|
| Breakfast \$10.70 Lunch \$10.45 Dinner \$29.35 Total = \$50.50 / day (Cdn.) [amounts include GST & gratuities] | Mandatory maximum | October 1, 2007 | March 31, 2013 |

| | | | |
|--|-------------------|---------------|---------|
| Breakfast \$14.00 Lunch \$16.00 Dinner \$30.00 Total = \$60.00 / day (Cdn.) [amounts include GST & gratuities] | Mandatory maximum | April 1, 2013 | Current |
|--|-------------------|---------------|---------|

4.2. For travel within United States

| Meal Per Diem – Travel within the U.S. | Use | Start Date | End Date |
|---|-------------------|-----------------|----------------|
| Breakfast \$10.70 (US) Lunch \$10.45 (US) Dinner \$29.35 (US) Total = \$50.50 / day (US) | Mandatory maximum | October 1, 2007 | March 31, 2013 |
| Breakfast \$14.00 (US) Lunch \$16.00 (US) Dinner \$30.00 (US) Total = \$60.00 / day (US) | Mandatory maximum | April 1, 2013 | Current |

4.3. For travel outside of Canada and the United States

| Meal Per Diem – Travel outside Canada or the U.S. | Use | Start Date | End Date |
|---|-------------------|----------------|----------------|
| Breakfast \$10.70 (US) or (Cdn) Lunch \$10.45 (US) or (Cdn) Dinner \$29.35 (US) or (Cdn) Total = \$50.50 / day (US) or (Cdn) | Mandatory maximum | March 18, 2008 | March 31, 2013 |
| Breakfast \$14.00 (US) or (Euro) Lunch \$16.00 (US) or (Euro) Dinner \$30.00 (US) or (Euro) Total = \$60.00 / day (US) or (Euro) | Mandatory maximum | April 1, 2013 | current |

5. **Referencing the Procedure at subsection 8.1.10 Rental Vehicle Insurance, Collision Damage Waiver Coverage Options** - University travellers have the following alternate options for rental vehicle collision and comprehensive insurance coverage:

5.1. Option #1: UBC American Express Corporate Card

- 5.1.1. Drivers using the UBC American Express corporate card for payment receive CDW coverage on most vehicles for periods not exceeding 31 days. The cardholder must be present at the time of rental and must remain the principal driver of the vehicle throughout the coverage period. Coverage is available for secondary drivers provided they are listed on the rental agreement. Vehicles not covered by American Express include expensive or exotic automobiles, trucks, off-road vehicles, recreational vehicles, campers, trailer and certain vans.
- 5.1.2. The responsibility for knowing if credit card insurance is adequate is the traveller's. In the event of accident, American Express must be contacted within 48 hours. Please refer to American Express directly for further CDW insurance information and/or exclusions by calling cardholder assistance at **1-800-243-0198**.

5.2. Option #2: Rental Vehicle Policy

- 5.2.1. The second option for vehicle rentals is the university’s self-insured blanket Rental Vehicle Policy which is offered for a fee by the University Treasury Department. It applies to rentals anywhere in North America. This policy covers any motor vehicles used for business purposes, but excludes vehicles rented for delivery purposes or for carrying passengers in a bus with a seating capacity of sixteen or more.
- 5.2.2. The cost of the Rental Vehicle Policy is on a per vehicle per day basis and there are collision and comprehensive deductibles. Coverage must be arranged in advance of the trip through the Risk and Insurance Management section of the Treasury Department.
- 5.2.3. Coverage cost is \$5/vehicle/day, and the deductibles are \$300 (collision) and \$100 (comprehensive). The minimum premium transaction is \$20.

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| <u>Approval of Administrative Directive</u> | |
| | December 8, 2016 |
| | Date Approved |
| <i>“Andrew Simpson”</i> | December 1, 2016 |
| Vice President, Finance and Operations | Effective Date |