

## Update regarding changes related to booking and paying for business travel when using travel agencies

**Department:** Treasury Operations

To: Financial and Administrative Contacts, Date: November 7, 2014

The recent changes related to booking and paying for business travel when using travel agencies were made in order to improve our compliance with internal policies as well as with the requirements of certain funding agencies. In response to particular circumstances where direct billing through a travel agency is a more effective option, we have developed a procedure that may be used in those circumstances.

The new 'Travel Authorization Form for Direct Billing' may be used when using travel agencies. The traveller must complete the form, obtain the appropriate approval signatures and forward it to the travel agency as authorization to bill the University directly. The travel agency will return the form along with their invoice to Accounts Payable. As long as the invoice amount does not exceed the amount authorized on the form, Accounts Payable will process the invoice for payment. Travel agency invoices will not be processed without this completed form. Please note that any travel billed directly must still be reported by the traveller on a 'Travel and Business Expense Claim' under the 'Previously Claimed or Direct Billed' column.

To obtain a fillable PDF version of this form, go to the following link on the Financial Services website and download the form (you will be asked to sign in with your central login and password):

<https://www.uoguelph.ca/finance/system/files/Travel%20Authorization%20Form.pdf> [1]

To summarize, the options now available to University faculty and staff for booking and paying for business travel through travel agencies include, in order of preference:

1. Use of a University of Guelph AMEX card
2. Use of another personal credit card
3. Obtain a travel advance (prior to booking) through Treasury Operations and use the cash received to pay for travel
4. Use of 'Travel Authorization Form for Direct Billing'

With each of these options it will be necessary to submit receipts through the expense claim system (ECS) in order to receive a reimbursement, to clear a related travel advance or to report any expenses directly billed.

The options available when directly paying for travel for non-employees (students and visitors) include:

1. Use of 'Travel Authorization Form for Direct Billing'
2. Use of University of Guelph purchase order (either low value or high value depending on the dollar amount)

Non-employees also have the option of paying for their travel personally and claiming for reimbursement on a cheque requisition (including receipts and appropriate University of Guelph authorization) under the University of Guelph travel policy.

All travel agencies who we currently deal with will be notified of these changes and will be expecting immediate payment, a 'Travel Authorization Form for Direct Billing' or a purchase order at the time of booking in order to confirm



your travel arrangements.

Thank you for your attention to this matter.

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**Source**

**URL:** <https://finance.uoguelph.ca/update-regarding-changes-related-booking-and-paying-business-travel-when-using-travel-agencies-0>

**Links**

[1] <https://finance.uoguelph.ca/finance/system/files/Travel%20Authorization%20Form.pdf>