



# Travel Information Checklist

## **Before and During your Travel:**

- Prior Written Approval is required including the President's written approval for out of Province. Normally this is obtained by submitting a travel Request in Concur. The Concur system can be accessed using the College's sign on site: <https://cna-adfs.cna.nl.ca/adfs/ls/idpinitiatedsignon>
- Prior written approval for rental vehicles is required. Normally this is obtained on the Concur Request. The rental Contract must include the College Name and no insurance shall be purchased.
- Prior written approval for Entertainment expenses is required, including the approval of the VP Finance for amounts greater than \$200.
- If any part of the trip contains a personal component, the extra time must be approved by the supervisor. Employees must obtain quotes, estimates, or itineraries showing the travel costs without the personal component in addition to the actual cost. Any additional costs incurred as part of the personal time will not be reimbursed.
- All Continuous Learning related travel requires the Concur Request and Continuous Learning form to be prior approved (online or in writing) before any reservations are made or costs are incurred. The reimbursement claim should be done online using the Concur Expense report.
- Purpose of trip is detailed, ie. Meetings is not sufficient.
- Legrow's Travel is used for all bookings of airlines, accommodations, and rental vehicles. Call 709-758-3330 or 1-855-758-3330; After hours 1-888-551-1181. Email: [cna@legrowstravel.ca](mailto:cna@legrowstravel.ca)
- The most economic rates/amounts are obtained in all situations. Any higher standard of fares requires prior approval and an explanation.
- Reservations for airlines, hotels, conferences, etc. should only be made after the appropriate prior approvals are received. Without the appropriate approvals, amounts may not be reimbursed.
- Itinerary and Boarding Passes are required for all air travel, even when using a Purchase Order or Travel Order.
- Detailed receipts are required, Debit card or credit card slips are not sufficient. The receipt should contain the name of the vendor and the details of the transaction. This also includes online bookings.
- Employees should ensure that their hotel bill contains the details of charges and clearly indicates amount is paid (in full), or obtain a separate receipt of payment.
- Claim the appropriate meal per diem allowance and not the actual cost of the meal, except for entertainment expenses.
- Meal per diems may not be claimed when the cost of meals are included as part of another item. It is the employee's and their supervisor's responsibility to ensure that the appropriate meal per diems are claimed.
- When claiming international meal per diems during travel, you have to claim the per diems from the country of departure.
- Please check for any travel advisories related to the Country where you are travelling. Travel Advisories can be found at: <http://travel.gc.ca/travelling/advisories>
- Ensure that if your banking information has changed that you complete the Travel & Expense Reimbursement Direct Deposit Form.