



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy
Departmental Procedure
Instructions/Forms

UCQ
Annual Travel Booking Procedure

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| Approval Authority Associate Vice-President (Human Resources) | |
| Implementation Authority Human Resources Partner, UCQ | |
| Effective Date August 5, 2011 | |
| Latest Revision August 5, 2011 | |

- Purpose** 1 The purpose of this procedure is to outline the process for booking annual travel ticket.
- Scope** 2 This procedure applies to Employees who are eligible for the annual travel benefit.
- Definitions** 3 In this policy
- a) "Appropriate Manager" means the Dean, Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee would normally report. In the case of research assistants, the Appropriate Manager is the faculty member who holds the research funding and to whom the Employee reports.
 - b) "Employee" means an individual who is engaged to work for the University under a contract of service, that is, there is an employer-Employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.

c) "UCQ" means the University of Calgary – Qatar.

Procedures

- 4**
- 4.1** Employees will book their annual return ticket through the preferred travel agent.
 - 4.2** Employees will request a written quote from the travel agent, providing her with the following information:
 - a) the destination;
 - b) the travel dates; and
 - c) the names of passengers, including eligible spouses and dependent children.
 - 4.3** The travel agent will provide a quote for a return ticket from Doha to the Employee's point of origin using the most direct route.
 - 4.4** The Employee will send the preferred flight quote to Human Resources at ucqhr@ucalgary.ca.
 - 4.5** Human Resources will create a requisition for purchase and seek approval from Finance. When the cost of the flight exceeds average quotes for the same time period, Human Resources may require the Employee to provide three quotes.
 - 4.6** Once the requisition has been approved, Human Resources will notify the Employee and the travel agent.
 - 4.7** The travel agent will finalize the booking and issue e-ticket(s) when she receives explicit direction from the Employee to proceed.
 - 4.8** Travel must be approved by Finance and booked by the travel agent by the following deadlines:

| Travel In | Approved & Booked By |
|------------------|---------------------------------|
| February | January 1 |
| April/May | March 1 |
| June/July | May 1 |
| December | November 1 |

- 4.9** Requests for approval that have not been approved and booked by the deadline may not be approved.
- 4.10** Once the annual travel ticket has been approved, the Employee is responsible for paying for any fees associated with changes.
- 4.11** If a change results in a credit, the travel agent will open an account for the Employee and allow the Employee to use the credits at a later date. Any fees or charges associated with the creation of a credit account with the travel agent should be discussed with the agency.
- 4.12** The annual return airfare benefit does not have any cash value. Employees will not receive remuneration in lieu of the ticket if the benefit is not used before the expiry or termination of their contract.

4.13 If Employees leave their position before completing the required years of service, they will be required to pay for any annual travel tickets already advanced or used.

4.14 If Canadian residents, as defined by CRA, do not use the annual travel ticket to travel to their point of origin, the University must deduct the applicable income tax. The University, therefore, reserves the right to request confirmation that the Employee used the benefit to travel to and from the Employee's point of origin.

4.15 Note that although Employees may be eligible for an annual air ticket, they are not necessarily entitled to take leave. A leave request should be approved by the Appropriate Manager before this process is initiated.

**Related
Information
History**

5 Employment Terms and Conditions

6 *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011