**HONORARY DEGREE RECIPIENT TRAVEL PROCEDURES**

**TRAVEL**

The University of Victoria (UVic) pays for economy class travel to and from Victoria for Honorary Degree Recipients (HDR). This includes plane, taxi, ferry and car.

If the HDR is travelling from another country, they need to ensure their passport and any travel visas are in order. UVic will reimburse the HDR for cost of a travel visa, if required.

If the HDR is travelling from outside of British Columbia, it is suggested that they have appropriate travel insurance and medical coverage.

The HDR makes their own travel arrangements.

**ACCOMODATION**

For HDR’s who live outside of the Victoria area UVic will cover two nights’ accommodation at a hotel in Victoria. Additional nights may be required depending on other activities planned for the Honorand during their visit to campus.

Once the HDR has confirmed their travel arrangements, they can inform the University Ceremonies and Events Office, who will book the hotel accommodation.

To pay for incidentals, each Honorand is to provide a personal credit card upon check in at the hotel.

**MEALS AND INCIDENTAL COSTS**

Under the University of Victoria travel policy the following per diems will apply:

Breakfast: $14.00

Lunch: $16.00 these amounts include taxes and gratuities

Dinner: $30.00

**REIMBURSEMENT OF EXPENSES**

The HDR will be reimbursed for their expenses following the Convocation ceremonies once they have submitted receipts for travel expenses. UVic will reimburse the Honorand within six weeks of receiving the Honorand’s travel claim information and backup documents.

The HDR must provide the following for travel reimbursement:

* Receipts
* A travel itinerary
* All boarding passes – including those for the return flight. Once the HDR has returned home they will need to mail the original boarding passes to the University Ceremonies and Events Office. It is suggested the Honorand photocopy all documents before they are mailed.
* A complete mailing address.
* If the HDR is not able to be present when the travel reimbursement form is prepared, a signed or emailed [declaration form](http://www.uvic.ca/vpfo/accounting/assets/docs/acctpayable/declaration-form-absentee-claimant.pdf) is required. (see attached)

The HDR will be reimbursed for meals according to the above per diem schedule in accordance with the number of days they are in Victoria.