

## STANDARD OPERATING PROCEDURE REQUEST FOR PRE-PAYMENT OF NON-EMPLOYEE TRAVEL

### General

York University (the “University”) has appointed FCM Travel Solutions (“FCM”) as its preferred travel agent. The University will extend air travel booking services provided by FCM to pre-approved visitors/guests and students. **Pre-approved air travel bookings made through FCM will be paid directly by the University.** This eliminates the need for non-employees (i.e. visitors/guests & students) to be out of pocket for airfares.

### Instructions for departments requesting pre-approved air travel:

1. Complete the [Request for Pre-Payment of Non-Employee Travel Form](#). Please complete all fields, including traveler information, purpose of travel, and cost centre information. Please enter the traveler name **as it appears on their travel documents. This step is very important!**
2. Ensure eligibility of expense and sufficiency of funds of cost centre to be charged.
3. Obtain pre-approvals as required by granting agency and/or University policies and procedures (e.g. business class or premium economy flights).
4. Prepaid travel will be charged directly to the cost centre provided on this form. The form must be signed by a signing authority of the cost centre to be charged. **For research cost centres** [i.e. externally funded (fund 500), internally funded (fund 400 - startup, generic, minor), and PER], the Principal Investigator must sign the form.
5. For travel charged to **externally funded research cost centres**, please provide an alternate cost centre and obtain approval from the PI or signing authority of the alternate cost centre. The alternate cost centre must be an internal (i.e. operating, PER or internal research) cost centre. In the event that a flight charged to an externally funded research cost centre (i.e. fund 500) is deemed ineligible against the external grant, the alternate cost centre will be charged.
6. Scan and send the signed and completed form to Accounts Payable ([travelrq@yorku.ca](mailto:travelrq@yorku.ca)) for approval. Accounts Payable will send you a confirmation that your request has been approved.
7. After obtaining signed approval from Accounts Payable, the travel arranger may proceed to make travel arrangements through FCM Travel Solutions at 416-813-4784 [M-F 8:30am to 5:00pm ET] or by email at [york@fcmtravel.ca](mailto:york@fcmtravel.ca).
8. **DO NOT** copy [travelrq@yorku.ca](mailto:travelrq@yorku.ca) on email correspondence with FCM for the purpose of arranging travel.
9. The University will only prepay visitor/guest and student airfares booked through FCM Travel Solutions. The University will not accept invoices from other travel agents.
10. The agent assisted (i.e. offline) booking fee will be charged in addition to the airfare amount. Please visit the University’s website for [fee information](#).
11. Each individual travel booking will be charged to a single cost centre. Finance will not charge multiple cost centres.

## **STANDARD OPERATING PROCEDURE REQUEST FOR PRE-PAYMENT OF NON-EMPLOYEE TRAVEL**

12. Finance will not facilitate partial payment of airfare through this process. Visitors/guests approved for partial reimbursement or incorporating personal travel into their itinerary must pay for their airfare and complete a claim for reimbursement.
13. The University will only prepay airfare costs. Visitors/guests and students must pay for other travel expenses (such as hotel, meals, etc.) and complete a claim for reimbursement of expenses upon completion of travel.
14. Airfare costs will be charged to the cost centre provided within 30 days of booking.
15. The requesting department is responsible for ensuring FCM is provided all information required to complete the travel booking.
16. This form is intended for one time use only. Pre-approval must be obtained for subsequent bookings for the same traveler by submitting a new Request for Pre-Payment of Non-Employee Travel.

### **Instructions for Finance Department**

1. Review Request for Pre-Payment of Non-Employee Travel form.
2. Sign approved requests and send a scanned version to FCM at [York@fcmtravel.ca](mailto:York@fcmtravel.ca) and the requesting department.
3. Original approved requests to be retained for P-Card reconciliation purposes.
4. Complete P-Card reconciliation and ensure airfare is charged to the appropriate cost centre.

### **Instructions for FCM Travel Solutions**

1. All requests to book air travel to be paid directly by York University should be preceded by an approved Request for Pre-Payment of Non-Employee Travel form (the “form”).
2. This form is intended for one time use only. Subsequent bookings for the same traveler must be preceded by a new form.
3. FCM agent should work directly with York University employee (the “travel arranger”) indicated on the form to arrange travel for the approved traveler.
4. Upon receiving quote approval from the travel arranger, FCM may issue the ticket and charge the University’s credit card on file.
5. FCM agent should communicate information required by the traveler (including Visa requirements, etc.) directly to the traveler and the travel arranger.
6. **DO NOT** copy travel [travelrq@yorku.ca](mailto:travelrq@yorku.ca) on ongoing email correspondence with travel arranger or traveler.
7. FCM agent should send a copy of the final invoice to the travel arranger and [travelrq@yorku.ca](mailto:travelrq@yorku.ca).