

Appendix B

Quick Reference Guide of Travel Reimbursements Requirements for DPES

General Requirements before claim is submitted:

- All **original** receipts showing details of purchase AND proof of payment must be submitted
- Ensure that all students with pending travel plans are aware of what they are eligible to claim based on the funding accounts that will be charged for their expense
- Supervisor must ensure eligibility/ineligibility of specific expense claimed based on the rules of the applicable research grant
- Ensure written approval of Supervisor on the bottom space of the form (not in Chair's signature box)
- Written **original** signature of claimant
- Only the person who incurred the expense can claim the reimbursement
- Ensure Supervisor has identified funding accounts to charge for the claim
- The date range of all documentation must match the dates on all expenses claimed as part of the claim
- All \$ values must be consistent with the currency in which you are being reimbursed, eg CAD. For example, if you attended a conference in another country, you must ensure that the \$ line items on the form have been converted to the Canadian dollar equivalent. You also need to provide either credit card statements to support the conversion amount you are claiming or identify the exchange rate you used, based on the day the expense was incurred and include the fx printout showing proof of the rate used.
- If the student is planning to apply for the Travel Grant through the Office of the VP Research, submit the Travel application with the expense claim to DPES FIRST so that it can be audited and approved. We will then forward the claim to the Office of the VP Research for their completion.
- All expenses claimed must meet the Guide to Financial Management guidelines for 'reasonableness'

Expense reimbursement claim form completion

- Complete all boxes on the left side of the form up to an including the amount column - Personnel #, Date range of travel, Name, Full address (in case a cheque must be issued), Detailed description of purpose of claim, all required signatures.
- 'Reimbursement currency' is the currency you wish to receive your reimbursement in, NOT the currency of the country you visited or the currency of the receipts you are submitting.

Conferences

- Must include conference home page indicating dates and location of conference
- Must include conference program and registration details which show what is included in the cost of the conference, eg if meals or accommodation are included in the cost of the conference
- Conference Registration claims must show proof of METHOD of payment as well as proof of balance '0'. This expense as well as Membership claims are entered in the 'OTHER' portion of the form

Airfare

- All original boarding passes for all portions of the trip
- Full Itinerary showing the details of the airfare booking
- Proof of payment

Accommodation

- Detailed hotel receipts showing length of stay, costs/day incurred, proof of payment
- If more than one is sharing the room, must show names involved, as only the person who incurred the cost can claim the reimbursement
- Meal charges included in the hotel bill must be separated and included as part of the meal expense line

Per diem

- Canadian rate is \$55/day ; International rate is \$75/day
- Per diem cannot be claimed on a university operating account or UTFA account
- Individual Per diem meals/day can only be charged if the length of travel matches the meals charged, eg cannot charge full day per diem if the person is only on business for half day

Mileage claims

- Km rate allowable is \$0.47/km
- If mileage is claimed, gas receipts cannot be submitted as well
- Claim must include google maps of start/end locations to support the total kms claimed
- Total kms of >500 must also provide supporting documentation as to why airfare was not a more economical alternative
- Certain research grants such as NSERC require that the vehicle details be documented with the claim

Rail/Bus

- Boarding passes must be submitted
- Itinerary must be included
- Proof of payment (credit card, original receipts)

Car rentals

- Car rental agreement must be included with the claim
- Proof of payment

Parking

- Include proof of parking cost and payment

Taxis

- Taxi chits showing date, to/from location and \$ must be included

Hospitality

- List all attendees
- Include purpose of business lunch/dinner
- Must include original receipt showing details of what was purchased AND proof of payment that the bill was paid
- Alcohol not allowed on some grants, eg Tri-Council

Meals

- Must include original receipt showing details of what was purchased AND proof of payment that the bill was paid
- Need to document if multiple attendees on same bill