Other Helpful Hints:

**Meal receipts:** Receipts come in two parts: The menu portion, and then the credit/debit slip showing the final amount with tax and gratuity. You **must** have both in order for your claim to be valid. This is to ensure that you are complying with University and Sponsor alcohol policy.

For faculty members who are hosting, please refer to the alcohol policy, and any sponsor restrictions for trust funding. Note that **Tri-Council** funding considers alcohol an **ineligible** expense.


**Perdiems:** This is a flat rate for meals. You are encouraged to use this option, as it can save you and the administrator much time and effort when calculating your claim. You do not need receipts if you claim a perdiem. If you claim the perdiem rate, but actually spend less, that is fine, the difference is your allowance to keep. If you spend more, the perdiem rate is all you can claim if you opt for that method.

If the region you are travelling to is more expensive than average, then claiming individual meals may be the better option. Discuss this with your supervisor before you travel.

Perdiem rates are as follows:

Within Canada: $10 Breakfast $10 Lunch $25 Dinner (or $45 CAD per day)

Within USA: $10 Breakfast $10 Lunch $25 Dinner (or $45 USD per day)

International: $15 Breakfast $15 Lunch $36 Dinner (or $66 CAD per day)

**Boarding Passes:**

Please retain or print your electronic boarding passes for aircraft or trains and submit them with your claim or TAP.

**Gratuities:** The U of A does accept its role in corporate citizenship and for services where tips are customary (meals, taxi), they can be claimed in the total value of the expense - within reason. i.e. up to 15%. Please discuss this contingency with your supervisor before you travel in the event that there are significant budgetary or sponsor restrictions on this matter.
**Mileage:** Please use the Kilometers (#kms) expense type. You can then use the “mileage” tab to enter the #kms you traveled. It will then auto-calculate for you. Leave the GST to auto-populate.

**Step 2**
Changing Expense Type:

You can’t change the expense type after the report has been saved you will need to add a new line

Select the plus sign (+) and enter the number of rows you want to add, you can then pick a new expense type.

Delete an unwanted row by selecting the box on the far left of the expense line. Then click delete selected

Note: The select box will only appear once you have selected an expense type
**Foreign Currency**: You can enter the most common currencies by using the drop down list to auto-calculate. Use the actual date of the receipt, the value of the foreign currency and the type. PeopleSoft does the rest. Let us know if you have any difficulties with this function. For currencies not listed, you may provide a copy of your credit card statement to support the actual amount in $CAD you wish to claim or you may provide a copy from a currency converter. The U of A often uses OANDA.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>No GST</th>
<th>GST</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Supplies</td>
<td>06/03/2011</td>
<td>150</td>
<td>CAD</td>
<td></td>
<td>0.75</td>
<td>power supply</td>
</tr>
</tbody>
</table>

**A Final Note on Expense Claims**

- Provide a **conference program or itinerary** with your claim if you attended a scientific meeting. **Note**: If meals are provided in the cost of the registration, you are expected to avail yourself of them - you cannot claim a per diem for that meal.

- Ensure that the **GST** is the **exact value** on the receipt. The system does not always calculate correctly - especially for expense types that may typically include tips (cabs, meals).

- Please tape **loose receipts** to a page of scrap paper so that they are organized and not lost. (You may also find that it helps in getting your claim processed sooner 😊). Don’t put tape over or use highlighter on the actual printing on the receipt as it dissolves the ink.

- **Combine like expenses** into a single line. i.e. you can claim 3 days of per diem in a single line – just add “3 days per diem” in the description box for that expense. In such case, use the last date of the expense as the date on your claim entry.

- Remember that if you don’t **fully submit your claim by clicking “OK”**, we cannot track the progress until you do; and it will delay your processing until you discover you haven’t been paid. **This is a common error.**
• **Check with us if you haven’t received payment within 2 weeks of submitting your claim.** It likely means there is a problem that requires attention.

• If for some reason changes need to be made after you have made your claim, use the **Modify Expense Claim** function and click “search” to locate the claim and make edits.

If you are uncertain if an expense is allowable, please refer to the U of A Policy regarding expense claims: