Hints on How to Prepare a Travel & Expense Claim

Supporting Documentation/Receipts:

- All expense reimbursements must include description of the trip, dates of travel, destination, and the traveler’s affiliation with the project in the supporting details section of the online form.
- Each line on the form must have a description of the transaction.
- Compile and organize all original, detailed and itemized receipts including boarding passes as well as evidence of the conferences you attended (Conference agenda).
  - Electronic boarding passes should be printed and attached to the claim
  - Number your receipts or prepare a spreadsheet for ease
- Online receipts are sufficient for purchases made online & should come with a copy of credit card statement.
- Multiple receipts for the same expense type, should be grouped together under one total (example all gas receipts). (Separate items with GST from items without GST).
- Convert all expense amounts into CAD dollars. Include credit card statement for actual exchange rate. Exchange rates must be specified on receipt or on a spreadsheet.
- If original receipts are LOST, the claimant MUST complete the LOST Receipt Declaration Form & Submit with Travel Expense Reimbursement Form. If item was purchased using a credit card we ask that you attach the statement with the lost receipt form.
  - Where an original itemized meal receipt is missing only the per diem rate will be reimbursed.
- Receipts with Multiple Expense types must be separated. For example phone charge on a hotel accommodation receipt would be subtracted from the hotel bill & entered under the expense type Telephone/Faxes. Room service charges on Hotel bills are to be submitted minus any alcohol charges & should be listed as meal receipted.
- Copy of the TAP and/or HAP forms must be attached where applicable and should be included on the claim and indicated as non-reimbursable using the “Non-Reimb” checkbox on the Peoplesoft Travel Claim.
- Copy of the Travel Advance must be attached where applicable.
- Expense Reimbursement claims cannot be used for purchases of Equipment/supplies over $1,000 CDN. The total value for each receipt cannot exceed $1,000 CDN.
Goods & Services Tax (GST):

- Expenses with GST need to be separated from expenses without GST. Out of country receipts are considered NO GST items.
- For Canadian Receipts, enter the amount of GST from the receipt.
- If there is no GST on detailed receipt, GST cannot be claimed EXCEPT for Ground Transportation, Kilometers, and Per Diem which the system will automatically calculate.
- If receipts have HST, the GST portion has to be broken out from the total HST on the receipt.
- Provinces subject to HST & their rates:
  - Nova Scotia – 15%  Ontario – 13%  New Brunswick – 13%  British Columbia – 12%  Newfoundland & Labrador – 13%

Expenses:

Per Diem Allowance/ Meals Receipted

- $45 CAD/day for travel within Canada ( $10 breakfast/ $10 Lunch/ $25 supper)
- $45 USD/day for travel in the USA (No GST on this)
- $66 CAD/day for International travel ( $15 breakfast/ $15 Lunch/ $36 Supper) No GST on this
- GST is calculated on the $45 CAD/day per Diem only.
- A Per Diem cannot be claimed where meals are included, example when included in Conference registration fees.
- You can do a combination of Meals receipted for some meals with the Per Diem for others, but you can’t claim both for the same meal.
- Meals and gratuities can be claimed with detailed receipts.
- The purchase of alcoholic beverages is NOT reimbursable and must be subtracted off detailed receipts.

Gasoline/Kilometers

- Must claim either kilometer rate or actual cost of fuel.
- Mileage claimed is at a rate of $0.46 cents per kilometer (GST is calculated)
  - Rough road supplement of $0.04 per Km

Ground Transportation

- Original receipts are required for transportation (Buses, shuttles, trains & toll fee’s).
- Actual cost of fare paid plus gratuity (if applicable).

Hospitality/Hosting

- Requires detailed itemized receipts and details of persons hosted (name, affiliation with project).
  *Hosting is only permitted when:
  - You are hosting someone external to the University.
Travel Advances:

- Travel Advances over $5,000 must have a detailed budget for the trip and must be submitted with the request.
- At this time we have limited information on Travel Advances and will let you know more as we do.

Non-Employee Travel Claims:

Non-Employees, for the purpose of travel expenses, are generally considered individuals without an employment relationship with the University, and that require one time or infrequent reimbursement of travel expenses. Non-employees do not receive employment income from the University.

Examples would include:

- Visiting Speakers/Researchers
- Interviewees for University positions
- Research Collaborators

To issue payment to non-employees of the University for Eligible out-of-pocket expenses while visiting or conducting business at the invitation of the University, a Non-Employee Travel Expense Payment Form should be completed. This form will be made available in our Department Forms Cabinet. Non-Employees do not enter claims online.

This form along with all receipts and supporting documentation should be submitted to the Department for Review.
1. **DESCRIPTION** - Enter the destination, month and year of travel (Ex. Montreal July 2012)
2. **DETAILS** – Indicate affiliation with project (ex. Name, Grad Student)
   - WHERE – Destination travelled
   - WHEN – Specific Dates (example: July 10-21, 2012)
   - PURPOSE – Be specific (example if it’s a conference, name the conference)
3. **REFERENCE** – Put in Speed Code or codes used in your expense
4. **EXPENSE DATES** – Has to match date on receipt, for multiple receipts, enter the last travel date
   - GST has to match receipt or click on the box if the item does not have GST
   - Accommodation –enter number of nights and name of Hotel
   - KM/DAYS – Enter the distance traveled or number of days for Per Diem
   - NO RCPT – Check box if you lost your receipt & lost receipt form has to be filled out

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