Travel Expense Claim Instructions

In order to be reimbursed for expenses, an Expense Report must be completed. The Graduate Assistant will help you with this form. Submit original receipts to the Graduate Assistant within five working days of your return together with your name, address, and brief description of the travel and its purpose. Your signature is required on the form, certifying that the information contained on the form is accurate to the best of your knowledge.

Accounting will not reimburse expenses paid by someone other than the person traveling. If you cannot financially afford to place these expenses on either your credit card or pay cash for them, seek advice from the Graduate Assistant prior to making any travel arrangements. Travel advances are possible with 30 days notice.

Per diem rates (including taxes and tips but not alcohol) are as follows:

- Breakfast $14
- Lunch $16
- Dinner $30

**Total $60/day**

Groceries and snacks cannot be reimbursed, full meals only.

You can only claim expenses incurred by yourself; no friends or family members.

All expenses must be supported by original, itemized receipts in order to be refunded. Interac and credit card receipts are not sufficient as they do not list taxes or alcohol. Acceptable receipts and invoices are listed as follows:

- **Air Travel** – Submit original invoice, flight itinerary, ticket stubs, boarding passes, baggage tags, etc., for reimbursement. Prepaid air can be arranged if the flight is 2 months away or longer.
- **Accommodation** – Submit original hotel folio/receipt showing all expenses, taxes paid and a zero balance. Interac and credit card receipts are not sufficient.
- **Meals** – Submit original restaurant receipts showing full details (GST, total including tips, etc.). Interac and credit card receipts are not sufficient. Alcohol expenses will not be reimbursed. Meals will only be reimbursed up to the allowable per diem.
- **Car Mileage** – If you are traveling to an event by car, track your mileage for reimbursement at a per kilometer rate (see the Accounting Services website for current rate). Allowable mileage claim must be less than an equivalent economy class plane ticket.
- **Miscellaneous Expenses** – taxis, shuttles, buses, etc. can also be claimed with original receipts.

Travel claims must be submitted within five working days of your return.

On average, Accounting will take three weeks to process your travel claim.