



Travel Expense Claim Instructions

Complete and submit a travel grant application or a Field work (and archival research) support application form on <https://www.uvic.ca/law/graduate/travelfunding/index.php> before you begin your travel. Travel expenses will only be reimbursed for applications confirmed before travel.

Accounting Services **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 Program Assistant prior to making any travel arrangements. Travel advances are possible with 30 days notice.

Within five working days of your return submit original receipts to the Graduate Program Assistant together with your approved application form and any funding acknowledgements. In order to be reimbursed for expenses, a Travel Expense Report (TER) must be completed. The Financial Assistant will help you with this TER. Your signature is required, certifying that the information contained on the TER is accurate to the best of your knowledge. If a portion of your travel expenses will be covered by the Faculty of Graduate Studies, the TER will be sent to their office before they submit it to Accounting Services. Otherwise, it will be submitted to Accounting Services.

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** – Retain **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. Groceries and snacks cannot be reimbursed, full meals only. Meals will only be reimbursed up to the allowable per diem.
- **Per diems** may be allowed for meals without receipt. You cannot claim a per diem where meals were provided by another party, included as part of your itinerary or are outside of the travel period.
- **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 Services will take three weeks to process your travel claim. Additional information is available at <https://www.uvic.ca/vpfo/accounting/faqs/accountspayable/index.php>.