

## TRAVEL/ EXPENSE CLAIM GUIDELINES

The original, supporting documents and receipts (either taped or stapled to paper) together submitted to Miyako Maekawa at BGS 1034.

- Submit claim within **60 days** after the date of travel/ expense.
- Expenses will not be reimbursed until travel/ expense has occurred. If you are attending conference or travelling, you can initiate a Cash Advance so you will not be out-of-pocket.
- Expenses for a group can only be claimed by the most senior person present. Expenses are to be claimed only by the individual who incurred the expense.
- Maintain one claim per trip. If it's more than one claim, the subsequent claim must reference the initial claim.

For complete Western University Policies and Procedures, please refer to:

[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp216\\_procedure.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf)

[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp216\\_research.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_research.pdf)

### Completing a claim

Online Expenses Report Form, Go to:

<https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG&>

Step by step guide is available at:

[http://www.uwo.ca/finance/training\\_reference/content/accounting/documents/creating-a-travel-and-expense-claim-user-guide.pdf](http://www.uwo.ca/finance/training_reference/content/accounting/documents/creating-a-travel-and-expense-claim-user-guide.pdf)

### **Cash Advances**

[http://www.uwo.ca/finance/training\\_reference/content/accounting/creating\\_cash\\_advance/story.html](http://www.uwo.ca/finance/training_reference/content/accounting/creating_cash_advance/story.html)

1. An estimated breakdown of how the funds are to be used must be entered in the "Notes" of the Cash Advance.
2. Cash Advance must be received by Financial Services at least 5 working days prior to the start of the travel in order to allow for processing of funds.
3. Be sure to "apply the cash advance" when submitting your on-line claim following travel. If there is leftover fund, send a cheque payable to UWO for the balance.

### **Purpose of Trip**

Each expense report must be supported by a detailed business purpose that includes the following information. You can enter the information in the "Notes" section in the "Summary and Submit" page. Please click "Add" then "OK."

1. **who** travelled or attended the event;
2. **what** type of event or activity was attended or purchase made;
3. **when** the event or activity took place (travel dates);
4. **where** the event or activity took place (city, country); and

5. **why** the expense was incurred
6. the claimant's relationship to the grantee, if the claimant is not the grantee (i.e. Postdoc, collaborator, etc.)

Please state all of this information in the ONLINE expense report, even if there is a document inside that indicates. The supporting documentation just supports what the report is saying.

### Conferences/ Meetings

Attach a copy of front cover of conference prospectus/ program, meeting agenda; include dates and location of conference/ workshop. Print from the web page will suffice.

### Receipts

1. Original, itemized receipts are required for all expenses except for mileage claims, meal allowances, parking meters, valet parking, tolls and reasonable gratuities paid in cash.
2. Proof of payment is required if the receipt doesn't state.
3. If receipts are lost, not provided, or are in foreign language, an attestation form <http://www.uwo.ca/finance/travel/docs/attest.pdf> must be completed by the claimant. The attestation form should be submitted along with a proof of payment (i.e. a copy of credit card statement) where possible.

### Currency Conversion

If the receipt is in another currency and you are NOT using the built in People Soft conversion, you can either use 1. credit card or bank statement to show the conversion rate actually charged or 2. [www.Oanda.com](http://www.Oanda.com) for the exchange calculation. **Use the date of the purchase**, and include a print out of the exchange calculation with your submission.

Please see the link below for information regarding travel agency, hotel rates, train travel, vehicle rental, airlines and the top 5 travel questions:

[http://www.uwo.ca/finance/procurement/preparing\\_to\\_travel/index.html](http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

### Accommodations

1. Lodging limited to the single occupancy, standard room accommodation. If not available, please print out the quotes for justification and submit.
2. Claims for accommodation with colleagues, friends or relatives, in lieu of hotel accommodations, must state the name and address of such individuals. No receipts are required. Please refer to the Treasury Board Directive: <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/sv3/en>

### Air and Rail Travel

1. Travelers are expected to book the lowest-priced non-stop economy airfare available when booking air travel.

2. All train travel is expected to be at the best value for money consideration. Discounted rates are available for all Western faculty and staff.

### **Private Vehicle and Rental**

1. Use of a private vehicle should be limited to travel where **no suitable public transportation is available or where a private vehicle is more economical** considering all factors such as costs, time constraints, itinerary, etc. Car rental rates should also be considered as quite often more economical – see Western’s “Preparing to Travel” link below.
2. Kilometric reimbursement rates follow the [Treasury Board of Canada Travel Directive](#). If a traveler claims mileage, fuel costs cannot be reimbursed.
3. When claiming transportation-auto-km allowance, either the addresses of the starting location and destination to be included in the line description OR a screenshot of a map that outlines the distance is required.

When renting a car, register with corporate insurance. The registration form and the detail of the university corporate insurance can be found at:

<http://www.uwo.ca/hr/safety/insurance/rentals.html#University%20Corporate%20Insurance>

### **Insurance**

1. Flight cancellation insurance is allowable expense. A receipt is required.
2. Expenditures for air travel accident insurance will not be reimbursed.
3. Health care insurance for travel outside Canada is allowable for Claimants who are not already covered. Full-time employees are covered for travel outside Canada under existing insurance coverage.

### **Equipment/ Supplies**

Any amounts over \$500 must be purchased via Mustang Market with a Purchase Order, or with Pcard (if allowable item). Purchases of necessary supplies valued at \$500 or less will be reimbursed using the Expense Report only in the following instances:

1. When the Claimant is away from the university on a field trip, at a conference or other professional meeting.
2. When it is more practical and economical for an individual considering all costs and time constraints.

### **Alcohol**

Not eligible for reimbursement. If you had alcohol with your meal, please deduct it from the receipt and state that you did so in the line description.

### **Hospitality**

The purpose of the event as it relates to the research project and the names and affiliation of the individuals attended is required. Original, itemized receipts are required. If a guest (i.e. guest speaker from outside of Western) is not present, this is not eligible under the funding of NSERC.

## Daily Meal Reimbursement

For meals incurred on University-related business, individuals have a choice either:

1. Meal allowances and per diems:

	Travel in Canada	Travel in the USA	Travel outside of North America
<b>Breakfast</b>	\$15 CAD	\$15 USD	\$17 CAD
<b>Lunch</b>	\$20 CAD	\$20 USD	\$28 CAD
<b>Dinner</b>	\$30 CAD	\$30 USD	\$40 CAD
<b>Daily Maximum</b>	<b>\$65 CAD</b>	<b>\$65 USD</b>	<b>\$85 CAD</b>

- Per diems are permitted regardless of the funding sources unless specifically disallowed by a granting agency, or a supervisor
2. The actual meal costs supported by **original itemized receipts** up to the maximum allowable Treasury Board meal rates <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/sv3/en>

An attestation form for a meal is not acceptable. If you lost your receipt, please claim your meal reimbursement by per diem.

Please note meal reimbursements are not eligible for any meals that are included in the cost of the accommodation charge, conference fee, transportation fare, or other associated fees. For example, if your hotel receipt includes restaurant charges, please deduct the amount from the accommodation claim. You need to claim the restaurant charges as meal claim in a separate line. If you claim by the actual cost of the restaurant charges, please submit the receipt from the restaurant for the meal claim.

### Expense Type options for groceries

1. Meal (TB Rate) – Groceries for individual claimant when travelling OR for group of travelers as long as the individuals covered by the groceries are listed in the expense line
2. Misc- Reception/ entertainment – You may also use this when purchasing groceries for a group of UWO employees/ students and list who are covered in the Attendees link on the expense line.
3. Misc- Hospitality- Use this when grocery items are being purchased for non-UWO employees for hospitality purpose – please list the attendees in the Attendees link on the expense line

### Note

- Online expense reports will be returned back to you electronically if information is missing or is inaccurate. After you revise it or add information, you need to click the checkbox to indicate you have read and agree with the Certification Statement to re-submit your claim.
- The default setting of reimbursement is by direct deposit according to the claimant's My HR information. If the claimant doesn't have this set up in My HR, then it will be sent by a cheque to the address in My HR.