

## 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.

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## 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 Received

- \$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 received 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

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## **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.

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## Expense Report Entry

Jane UPK

Report ID:

0000302287

**General Information**

**\*Description:**  **Details:**

**\*Business Purpose:**  **Supporting Details:**

**Project:**

**Reference:**

**Details:**

**Supporting Details:**

**Accounting Defaults** Apply Cash Advance(s)

**Details** Customer | Find | View All | Print | 1 of 7 | Close

Select	SeedCode	SeedCode Description	Expense Type <span style="color: red;">4</span>	Expense Date	Amount Spent	Currency	No GST	GST	Description	No Reimb	No Recd
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Accommodations	04/19/2012	600.00	USD	<input checked="" type="checkbox"/>		4 nights @ \$150	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Airtare	04/16/2012	459.00	CAD	<input checked="" type="checkbox"/>		TAP 34567	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Kilometers (Kms)	04/16/2012	27.60	CAD	<input type="checkbox"/>	1.31	To and from Airport	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Parking/Visitor Permits	04/16/2012	84.00	CAD	<input type="checkbox"/>	4.00	Airport Parking	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Per Diem - USA \$US 4/	04/16/2012	180.00	USD	<input checked="" type="checkbox"/>		4 days @ \$45	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Registrations	04/16/2012	695.00	USD	<input checked="" type="checkbox"/>		Conference Registraton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	UPK50	CROPS UPK 1 UPK	Services General	04/17/2012	50.00	USD	<input checked="" type="checkbox"/>		Laptop Servicing	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Totals**

Employee Expenses:	2,170.18	Due Employee:	482.19
Non-Reimbursable Expenses:	1,187.99		
Cash Advances Applied:	500.00		

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

<b>Document prepared By:</b>	<b>Date Prepared:</b>	<b>Date Last Updated:</b>
Sukhi Gill/Janice Padjet	August 21, 2012	August 21, 2012