

## TRAVEL/ EXPENSE CLAIM GUIDELINES

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

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-

6. [REDACTED], 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 insid.004 TDd-Tm [1por72 599 191 cs / /P <</MCID [(t)12(ns)4., [1Ti sort1itatin

[REDACTED]

11/22/2011 10:00 AM



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

1. Meal allowances and per diems:

---

\$15 CAD	\$15 USD	\$17 CAD
\$20 CAD	\$20 USD	\$28 CAD
\$30 CAD	\$30 USD	\$40 CAD

- 
- 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 \_\_\_\_\_ 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.

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

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.