

TRAVEL/ EXPENSE CLAIM GUIDELINES

Please attach supporting documents and receipts to an online expense report.

- f* Expenses will not be reimbursed until travel/ expense has occurred. If you are attending a conference or traveling, you can initiate a Cash Advance so you will not be out-of-pocket.
- f* 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.
- f* 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_procedure/section2/mapp216_procedure.pdf

http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_research.pdf

Completing a claim

Online Expenses Report Form, Go to:

6. why the expense was incurred as related to university/business

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 an image of a participant badge, proof of attendance, a copy of the front cover of a conference prospectus/ program and a meeting agenda; include dates and location of the conference/ workshop. Screenshots from the web page will suffice.

Receipts— Please retain your originals. Destroy paper one full year AFTER the end of the fiscal year your expense report was paid.

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

Currency Conversion

If the receipt is in another currency and you are NOT using the in People Soft conversion, you can

Air and Rail Travel

1. Travelers are expected to book the lowest priced nonstop economy airfare available when booking airtravel.
2. All train travel is expected to be the best value for money consideration. Discounted rates are available for all Western faculty and staff.

Parking – Western has negotiated special rates with ParkN Fly.

Details-> https://www.uwo.ca/finance/restricted/preparing_to_travel.html

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.
2. Kilometric reimbursement rates follow the [Treasury Board of Canada Travel Directive](#)

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:

Canada(CAD) United States (USD) Outside North America (CAD)

	1-30 days	1-30 days	1-30 days
Breakfast	\$15 CAD	\$15 USD	\$17 CAD
	\$20 CAD	\$20 USD	\$28 CAD
Dinner	\$30 CAD	\$30 USD	\$40 CAD