|  |  |  |  |
| --- | --- | --- | --- |
| □  | REQUIREMENT  | EXPLANATION  | EXAMPLE/COMMENTS  |
| □  | One comprehensive expense report per trip  | Each trip must have its own separate claim. Travel expenses must be submitted within 30 days following the return date from the trip. NON- TRAVEL related expense claims must be submitted 60 days following the date of the expense. | If a travel component is missing (e.g. hotel, airfare, etc.), an explanation is required (e.g. hotel was paid by the conference organizers).  |
| □  | Claimant’s affiliation to the grantee  | To show how the claimant is linked to the research.  | Examples of affiliation: * Graduate Student / Research Staff

(ie: PhD or MSc with Professor \_\_\_)* Collaborator / Visiting Researcher
* Guest Speaker /Project Manager
 |
| □  | Purpose of trip  | Provide reason(s) why trip was necessary for the research. Spell out all acronyms.   | *I am a PhD student supervised by Professor \_\_\_\_\_\_\_. I attended a workshop/ conference \_\_\_\_\_\_\_\_ held in \_\_\_\_\_\_on \_\_\_\_\_\_\_which discussed \_\_\_\_\_\_\_\_which is relevant to Professor’s\_\_\_\_\_ research on \_\_\_\_\_\_\_\_\_. While there I presented my poster on \_\_\_\_\_\_\_. I travelled to the workshop with fellow McGill student \_\_\_\_\_\_ who rented and paid for a van to transport the equipment for the testing \_\_\_\_\_\_\_\_. Accommodations were paid for by Professor \_\_\_\_\_ the hotel provided breakfasts and one lunch was included in the conference fee on \_\_\_\_\_\_\_.* |
| □  | Printed copy of Conference program/prospectus and Meeting Agenda/proof of collaboration. | To demonstrate how the conference/meeting: * Is related to the research
* That the travel dates align with the conference date
* Were meals included - Ensure meals are not double counted
* Submit nametag as proof of attendance.
 | For a conference program/prospectus, a few pages is acceptable, preferably the ones where the claimant is presenting (if applicable). The prospectus must include the conference name, location and dates of the conference and workshops/schedule. For a meeting, an agenda or email communication is acceptable. For a talk, a poster is acceptable. For collaboration, proof of collaboration is required. |
| □  | Per Diem  | Meals that were not covered by the conference/workshop registration fee are allowed, therefore a per diem is allowed (breakfast, lunch and dinner). Per diem is not allowed if food was provided by the conference. In instances in which the traveler chooses not to participate in the meals provided by the conference, Per Diem cannot be claimed. | Per diem rates in Canada: $10 CAD for breakfast $16 CAD for lunch $28 CAD for supper Per diem rates for outside Canada: $12 CAD for breakfast $21 CAD for lunch $37 CAD for supper Please ensure to choose the appropriate rate depending on your physical location for that meal, especially on travel days. |

STUDENT EXPENSE REPORT CHECKLIST (updated Sept 2017)

PLEASE READ BEFORE YOU TRAVEL

|  |  |  |  |
| --- | --- | --- | --- |
|   | Meal receipts  | Detailed receipts and proof of payment are required. For meal (and hospitality) reimbursement, the original meal receipt that outlines the actual items consumed is to accompany the claim. . The Tri-Agency is looking to ensure NO alcohol was purchased The debit/credit card receipt is not valid | If included in your receipt, Alcohol is NOT permitted and must be deducted from the receipt. Enter the invoice total amount and include the corresponding alcohol expense portion as a “Non-McGill Expense” on the Request for Expense Reimbursement Claim |
| □  | Alcohol  | Alcohol is NOT a permitted expense on research funds. | Include the alcohol as a “Non-McGill Expense” on the Request for Expense Reimbursement Claim.  |
| □  | Hotel Receipts  | Detailed invoice and proof of payment are required. If meals are included in your hotel invoice, a detailed receipt for the meal is required as above. | If the hotel was booked online with a company like, Expedia or HotWire, the booking confirmation with the credit card statement is mandatory if proof of payment is not indicated.  |
| □  | Airfare  | Detailed itinerary and receipt and proof of payment are required. Economy fare only.  | Where airfare includes avoidable stopovers or extended travel, a QUOTE for direct airfare, must be obtained at the same time of the actual purchase, to justify that there are no additional costs associated with the alternate travel plans.  |
| □  | Boarding passes  | Always preferred. Mandatory if there is not enough evidence to place the person in the city.  | Boarding pass is no longer required when other evidence exists to prove the trip occurred (e.g. one of the following is attached – hotel invoice, taxi chit, meal receipts).  |
| □  | Computers/Tablets/ Modems/Emerging Technology/Other Hardware and/or Specialized Software  | Acceptable if required for research and if not normally provided by the institution. Requires an adequate justification.  | The grantee must be able to explain how the expenditure is a direct cost of research and why it is needed for the conduct of the funded research project.  |
| □  | Supplies  | Verify the [Tri-Agency Financial](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp#equipment) [Administration Guide f](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp#equipment)or eligibility.  |  Full description of what the supplies are for/who they are for in relation to the research |
| □  | Original currency on invoice/receipt  | Ensure that both the transaction amount as well as the currency indicated in the expense report, matches the total amount and currency, as appears, on the paid receipt.  |  Invoice in Euros – enter item in Minerva in EurosConversion to CDN will be indicated ensure CDN value matches bank or credit card statement if available |
| □  | Credit card statements  | When credit card statements are attached, the amount reimbursed to the claimant must match that of the statement.  |   |
| □  | Original Receipts  | Photocopies & Credit card chits are not permitted. Tri-Agency requires that details of daily claims for expenditures have the supporting documentation and there is a justification for the expenses.  | Scanned photocopies are not acceptable |

More information on Policies –Procedures and “How To’s” can be found on the McGill website

<http://www.mcgill.ca/financialservices/travel>

HOW TO SUBMIT AN EXPENSE REIMBURSEMENT

To create the expense reimbursement form:

BEFORE PROCEEDING, OBTAIN FUND # FROM YOUR PROFESSOR

Log on to Minerva

Select the Student Tab

Select Submit an Expense Report

Select Start an Expense Report to be finished by Someone Else

Entering Expense Reimbursement information

Fields marked with a red \* are required fields. *Be sure to read the notes to the right of certain fields.*

Header Information displayed indicates that you are the requestor.

Enter Claimant Affiliation details

Enter the destination details.

Enter the travel start and end dates.

Select the Purpose from the drop down menu. (Travel or Other personal reimbursements are the only purposes that you should select) \*Please note that a conference in Montreal is considered Travel\*

Enter a detailed purpose for the trip (i.e.: name of conference, title of paper/poster presented, research details, name of your supervisor, names of any persons you traveled with, no acronyms will be accepted). Be as detailed as possible, including any anomalies involved in your trip (conference funding, shared hotel room etc.) see checklist for more info.

Enter the Default Fund Code obtained from your Professor.

Select School of Computer Science in the “To be completed by Reviewer” drop down menu.

Click on the Continue button, once you’ve finished completing the section.

Enter Receipt Information

Enter each receipt individually.

Enter the date of the receipt.

Select an expense item from the drop down menu.

Note: If your receipt does not match an expense type listed in the drop down menu, select 'Other'.

Type the description of the expense item (ie: airline name, hotel name, taxi company, etc).

Using the receipt(s), enter the total transaction amount(s) including taxes in the Transaction Amt field.

Calculate and deduct any personal expenses including taxes (if applicable) and enter into the Deduct non-McGill expense including taxes field.

The Allowable Expense Amt will automatically populate.

Select the Currency of the original invoice from the drop down menu.

Type the Currency exchange rate if you select “Other” *(You can obtain the exchange rate from the Bank of Canada website. Note: Please verify that the rate matches that of your credit card statement, if it does not; provide your statement as proof of currency rate)*

Select the Purchasing location (where the expense was incurred) from the drop down menu.

This is used to calculate the appropriate taxes.

a) Quebec location (GST and QST)

b) Canada not Quebec location (GST)

c) Foreign, not Canada location (No taxes)

Note: A purchasing location does not need to be selected for Airfare. Simply enter the taxes as GST 1 and QST 1

Back to Header will bring you to the Header page which is the beginning of the request.

Add New Item will create a new sequence to the request if you need to add more receipts.

Cancel Item will cancel the item on the screen.

Save and View will save the request and display the request for you to verify.

To Add an Item Click on Add New Item. Another sequence will be created.

Repeat steps, until all the receipts have been entered. Only one expense report can be submitted per trip.

Number your receipts according to the order you have entered them in your claim.

Ensure that the receipt copy you submit clearly indicates the proof of payment. IE: Balance owing is zero, method of payment, and corresponding credit card statement if necessary. Once all receipts are entered, click on Save and View.

Review content for accuracy before Forwarding to Reviewer.

Forwarding to Reviewer

Click on Forward to Reviewer to forward the Expense Reimbursement report to the Reviewer;

School of Computer Science. Print Request

Sign and date the report in the Claimant box.

Attach all original detailed receipts to the signed form.

Submit the completed report with the attached receipts to the main office in ENGMC 318

Please note any incorrect or incomplete claims, may be disapproved. Check your McGill email. If contacted for additional information, or action, kindly ensure to respond immediately.

Once reviewed, you may be contacted to obtain your professor’s final signature.

For any additional questions, please come by the office or contact: FST.COMPUTERSCIENCE@MCGILL.CA

Thank you