Advances & Expense Reports
The Trip Process [ADV&EXR]

**STEP 1**
Plan your trip

**STEP 2**
Plan your payments and if needed submit an advance request in Minerva (Employee or Finance Menu)

**STEP 3**
Take the trip

**STEP 4**
Upon return from your trip, submit an expense report and clear advances in Minerva (Employee or Finance Menu)

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**The Trip Process [ADV&EXR]**

**STEP 1 – Plan your trip**
- Estimate how much the trip will cost (transportation, meals, lodging, associated conference costs etc.)
- Obtain the necessary permission(s) to travel
- Will you be claiming per diem rates for meals? If not, you will need to collect all of your meal receipts.

**STEP 2 – Plan your payments and if needed submit an advance request**
- Do you want the University to issue payments directly to Suppliers for some of the expenses such as transportation, lodging, conference registration? If yes, request an advance through Minerva as a Third party pre-payment.
- Will you need to pay for some expenses (out-of-your own pocket) prior to leaving? Do you need a cash advance to cover expenses which you will incur while on the trip? If yes, request an advance through Minerva.

**STEP 3 – Take the trip**
- Collect receipts & all documents needed to demonstrate expenses incurred and proof of payments (if the receipt does not show a zero balance, include the credit card slip)

**STEP 4 – Upon return from your trip, submit an expense report and clear advances**
- Claim your expenses and reconcile any advances issued to yourself or to Suppliers by submitting a single expense report through Minerva (Employee or Finance Menu).
**Submitting Requests**

**STEP 1**
Submit an expense report or advance request in Minerva
(Minerva > Finance or Employee > Advances and Expense Report menu)

**STEP 2**
Print and attach receipts/documentation

**STEP 3**
Acquire required signatures

- Claimant
- Fund Financial Manager (FFM) or Principal Investigator (PI) of each fund charged
- If the Fund Financial Manager or Principal Investigator is the Claimant, signature of their ‘One-up’ is mandatory

**STEP 4**
Send signed paper copy for approval

**STEP 5 – Central Travel Desk receives paper copy**

Once approved, payment/reimbursement is issued*

*Processing time is approximately 2 working days for FST-approved requests, and 10 working days for all other requests (if no errors)

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**Submitting Requests**

**STEP 1** – Submit a request for an advance or expense reimbursement in Minerva

**STEP 2** – Print the advance or expense report and attach receipts

- Attach all receipts (attach copies only for advances) & any other documents needed to demonstrate expenses incurred and proof of payments.

**STEP 3** – Acquire required signatures

- Claimant
- Fund Financial Manager (FFM) or Principal Investigator (PI) of each fund charged
- If the Fund Financial Manager or Principal Investigator is the Claimant, signature of their ‘One-up’ is mandatory

**STEP 4** – Send the signed paper copy and all receipts/documentation for approval

- Send everything to the address indicated on the top left-hand-corner of the printed advance or expense report
- If you have a local FST in place, they will send the signed paper copy and all receipts to the Central Travel Desk for final processing

**STEP 5 – Central Travel Desk receives paper copy**

- Once the Central Travel Desk receives the signed paper copy of the advance or expense report and all related documentation, they will process it for payment

*Processing time is approximately 2 working days for FST-approved requests, and 10 working days for all other requests (if no errors)
Policies and Guidelines

All advance requests and requests for expense reimbursement must comply with the Reimbursement of Travel and Other Expenses Policy available on the Financial Services website.

The policy is always considered the authoritative source of information. However, Granting Agency guidelines supersede those of the University.

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Note: Advances may be issued to:

✓ McGill Academic Staff or Administrative and Support Staff
✓ McGill Students
✓ Third parties - prepayments made by the University, on behalf of the Claimant

Cash or Out of Pocket advances will not be issued to Visitors. They may only claim reimbursement after the trip has occurred.

Definitions of terms

Accountable advance = Provision of funds obtained for expenses expected to be incurred or already incurred prior to a trip.

Expense reimbursement/report = Request for reimbursement of incurred expenses relating to University activities.

Third party pre-payment = prepayments made by the University, on behalf of the Claimant directly to agencies, hotels, or for conference registration. Payment will come out of the fund directly.

Claimant = The individual who is out-of-pocket for University business expenses and is now seeking reimbursement (typically the traveller).

Fund Financial Manager (FFM) or Principal Investigator (PI) = The academic staff or administrative and support staff member responsible and accountable for the financial operations encompassed by a McGill fund. This individual signs off on all advances and expense reports charged to their funds and is ultimately responsible and accountable for the expense(s) charged on the request.

Financial Services Team (FST) = Local resource designed to provide service and support to researchers. FST Members:
- Review, correct and electronically approve all advances and expense reports.
- Ensure both University Reimbursement of Travel and Other Expenses policy and Granting Agency guidelines are adhered to.
- Key contact point for any questions.

One-Up = When the Fund Financial Manager or Principal Investigator, is also the Claimant on an advance or expense report, their ‘one-up’ must sign the request. In the case of an FFM or Principal Investigator, this would be the department chairperson. In the case of the chairperson, this would be the Faculty Dean.

Travel Services (Procurement Services)

http://www.mcgill.ca/travelservices/