# EXPENSE REPORT CHECKLIST

**PLEASE READ BEFORE YOU TRAVEL/SPEND**

| REQUIREMENT                                                                 | EXPLANATION                                                                                                                                                                                                                                                                                                                                 | EXAMPLE/COMMENTS                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| □ One comprehensive expense report per trip submitted within 30 days of return | 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 that are submitted after 90 days of the oldest receipt date will NOT be reimbursed**                                                                 | If a travel component is missing (e.g. hotel, airfare, etc.), an explanation is required (e.g. hotel was paid by the conference organizers).                                                                                                                                     |
| □ Non travel related expenses must be submitted within 90 days              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| □ Claimant’s affiliation to the grantee                                      | To show how the claimant is linked to the research.                                                                                                                                                                                                                                                                                                                                                   | Examples of affiliation:                                                                                                                                                                                                                                           |
| □ Purpose of trip /expense in relation to the research                      | Provide reason(s) why trip/expense was necessary for the research project. **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.... |
| □ 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:** $11 CAD for breakfast  
$18 CAD for lunch  
$31 CAD for supper  
**Per diem rates for outside Canada:** $14 CAD for breakfast  
$24 CAD for lunch  
$42 CAD for supper                                                                 |
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal receipts</td>
<td>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 only is insufficient</td>
<td>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</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Alcohol is NOT a permitted expense on research funds.</td>
<td>Include the alcohol as a “Non-McGill Expense” on the Request for Expense Reimbursement Claim.</td>
</tr>
<tr>
<td>Hotel Receipts</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Airfare</td>
<td>Detailed itinerary and receipt and proof of payment are required. Economy fare only.</td>
<td>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.</td>
</tr>
<tr>
<td>Boarding passes</td>
<td>Always preferred. May be needed for proof of travel if there is not enough other supporting documentation to place claimant in the destination city.</td>
<td>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).</td>
</tr>
<tr>
<td>Specialized Software</td>
<td><em><strong>NOT recommended to be expensed through personal reimbursement (ER)</strong></em> See purchasing guidelines for non-travel related Goods and Services and Cloud Services: <a href="https://www.mcgill.ca/financialservices/gfm/payments">https://www.mcgill.ca/financialservices/gfm/payments</a> Requires an adequate justification as direct cost of research and if not normally provided by the institution.</td>
<td>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. Acceptable if required for research and if not normally provided by the institution.</td>
</tr>
<tr>
<td>Computers/Tablets/Modems/Emerging Technology/Other Hardware</td>
<td>***NOT recommended to be expensed through personal reimbursement (ER) *** See computer purchasing guidelines: <a href="https://www.mcgill.ca/financialservices/channels/news/change-computer-purchasing-requirements-338276">https://www.mcgill.ca/financialservices/channels/news/change-computer-purchasing-requirements-338276</a> Requires an adequate justification as direct cost of research and if not normally provided by the institution.</td>
<td>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 through the designated University procurement method.</td>
</tr>
<tr>
<td>Supplies</td>
<td>Acceptable only if required for research and if not normally provided by the institution.</td>
<td>Full description of what/who the supplies are for in relation to the research.</td>
</tr>
<tr>
<td>Hospitality</td>
<td>For hospitality charged to non research funding please follow: <a href="https://www.mcgill.ca/financialservices/policies/reimburse/hospitality-entertainment">https://www.mcgill.ca/financialservices/policies/reimburse/hospitality-entertainment</a> Hospitality charged to research grants is only allowed for networking purposes in the context of a formal courtesy between the grantee and guest researchers (e.g. grantee meeting with partners, stakeholders, guest researchers). Requires adequate justification.</td>
<td>The following must be included: The date(s) of the event(s); Number of participants. Purpose of the event. Countersignature by the department head or dean for hospitality expenses claimed by the grantee.</td>
</tr>
<tr>
<td>□</td>
<td>Original currency on invoice/receipt</td>
<td>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.</td>
</tr>
<tr>
<td>□</td>
<td>Credit card statements</td>
<td>When credit card statements are attached, the amount reimbursed to the claimant must match that of the statement.</td>
</tr>
<tr>
<td>□</td>
<td>Original Receipts</td>
<td>Photocopies &amp; 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.</td>
</tr>
</tbody>
</table>


**HOW TO SUBMIT AN EXPENSE REIMBURSEMENT**

*Make sure you have entered your Direct Deposit Bank Account information and updated your address in the Student Menu in Minerva. Reimbursement of Expense reports and Advances are link via Minerva.*

*Expense Reports not related to travel, trips (including field trips) or conferences that are submitted after 90 days following the oldest receipt date will not be reimbursed. This change takes in effect for Expense Reports submitted as of November 1, 2020.*

**To create the expense reimbursement form:**

**BEFORE PROCEEDING, OBTAIN FUND TO BE CHARGED FOR EXPENSE**

Log on to Minerva
Select the Student /Employee or Finance Tab
Select Submit an Expense Report
Select **Submit an Expense Report for Yourself**

**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 and virtual conferences are 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 Supervisor (PI) Principal Investigator.

Enter Claimant Affiliation- how is claimant associated with the Principal Investigator- (IE: Guest speaker/ Grad student /Research Associate...)

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 amount into the “Deduct non-McGill expense including taxes field”. The “Allowable Expense” Amt field 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](https://www.bankofcanada.ca/rates/). 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 0 and QST 0

**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, Complete and Submit.

This is the time to select any Travel advances you received associated with this trip (if any) by clicking on the respective check boxes under the EXR select column. Complete and submit again.

If you have pressed Complete and Submit and realized that you would like to make a correction, you can simply contact us at: sciencefinance.pod1@mcgill.ca.

- Print Request PDF version – Ensure that the Reference number and claim amount are printed at the top of each page or your claim will be returned by the Travel department.
- Sign your expense report digitally and date the report in the Claimant box. This is a paperless process. Financial services will not accept wet signatures. See below how to for digital signature:
  - Please note: Claimants/Requestors either must forward these Adobe signed documents via their McGill email address or must be copied (using their McGill email address) in the email including these Adobe signed documents. For Adobe Fill & Sign How To’s, please refer to: https://helpx.adobe.com/ca/acrobat/using/fill-and-sign.html
- You can scan or take pictures (PDF version only) of your receipts and email them with your signed expense report to sciencefinance.pod1@mcgill.ca
- The one pdf document must include: the EXR/ADV, & PDF of supporting documentation.
  - 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 contact us @:
FST Science Pod 1 sciencefinancepod1@mcgill.ca

Thank you