

HOW TO PROCESS AN EXPENSE REPORT



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Updated: April 2023

OUT-OF-POCKET TRAVEL ADVANCES

- ▶ You are out of pocket for expenses that you personally paid for prior to your departure.
- ▶ Receipts and proof of payment will need to be provided to Ms. Rachel D'Ermo:
 - ▶ Conference registration fee.
 - ▶ Economy airfare fee.
 - ▶ Lodging fee.

PERSONAL EXTENSIONS

- ▶ Should you decide to extend your trip for personal reasons, you cannot claim expenses (such as lodging, meals and transportation) during that portion of the trip.
- ▶ You will need to indicate the dates of your personal time in the description of your expense report.
 - ▶ Example: I took personal time from June 1-2, 2023.
 - ▶ Example: I took personal time from June 10-12, 2023.
- ▶ For **airfare**, you will need to obtain a quote before your departure with the dates had you not extended your trip. The quote needs to be included with your expense report.
 - ▶ Example: This year's conference is held from June 4-8, 2023; you will obtain a quote for June 3-9, 2023.
 - ▶ If the quote is lower than the airfare you paid, you are only eligible to claim the amount of the quote. If the quote is higher than the airfare you paid, you can claim the amount you paid.

TRAVEL AWARDS

- ▶ If you received a **Travel Award**, a copy of your award letter must be submitted with your expense report and the amount will need to be deducted from your expenses (if applicable).

▶ The Start and Return dates:

- ▶ If the expense report **includes** personal travel, the start and return dates are the departure and return dates indicated on your airfare receipt.
- ▶ If the expense report **does not include** personal travel, the start and return dates are the departure and return dates indicated on your airfare receipt.

▶ The Purpose:

▶ Select "Travel"

- ▶ Expenses incurred while attending conferences or meetings - transportation, lodging, meals and conference registration.

▶ The Claimant Affiliation:

- ▶ Indicate "Graduate Student" or "Undergraduate Student"

► The Description:

- Describe the trip/nature of the expenses in sufficient detail so that anyone reading the expense report may easily assess the University business or research reason for the incurred expenses. Include the full conference name (no acronyms allowed).
- **Example:** I attended the 2023 Canadian Chemistry Conference and Exhibition Conference (CCCE) held in Vancouver from June 4-8, 2023. Personal time was taken from June 9-13, 2023. Lodging was shared between Mickey Mouse (150116258), Minny Mouse (15016852), Donald Duck (15085261), and myself. We also shared Ubers to/from the conference site. I have been refunded by my colleagues and proof of reimbursement is attached. \$500 GREAT award has been deducted from expenses. No other expenses will be claimed on this expense report.

SHARED EXPENSES

- ▶ Each person will submit their own expense report with each expense report referencing the other(s) in the Description field.
- ▶ If one individual paid a portion of the cost directly to the other individual:
 - Both expense reports will include an explanation of this in the Description field and both will have a line item for this expense claiming the portion paid.
 - A signed note must be attached with the amount paid to the other individual - it must be dated.
 - One expense report will have the original receipt with proof of payment and the note.
 - The other expense report will have a copy of the receipt with proof of payment and the note.
- ▶ If each paid their own portion:
 - Both expense reports will include an explanation of this in the Description field and both will have a line item for this expense claiming the portion paid.
 - One expense report will have the original receipt with proof of payment for the portion being claimed.
 - The other expense report will have a copy of the receipt with proof of payment for the portion being claimed.
- ▶ If one individual paid the expense in full:
 - Both expense reports will include an explanation of this in the Description field.
 - Only the individual who paid will have a line item for this expense claiming the full amount of the receipt.
 - Only one expense report will have the original receipt with proof of payment.

THINGS TO KNOW

- ▶ All original receipts need to indicate “paid” or have a “zero” balance.
 - ▶ If this is not indicated and you paid by debit/credit card, include your debit/credit card statement as proof of payment.
- ▶ Baggage Fees - select “Airfare”
- ▶ Seat Selection - select “Airfare”
- ▶ Travel - Cell/Internet - select “Communication Expenses”
- ▶ Metro Tickets - select “Train/Bus”
- ▶ Poster Printing - select “Other” and change the account code to 700010

RESTAURANT RECEIPTS WITH ALCOHOL

- ▶ Alcohol is not allowed and will have to be deducted (including taxes) if consumed.

ADDIT # 208412	DATE 6/03/13
TABLE # 1	HEURE 8:26PM
TRANSACTION # 152560	

--	SALLE : LENA

#ARTICLES	MONTANT
1 POLIPO GRIGLIA	21.00
1 TONNO	40.00
1 RISOTTO	36.00
1 ESPRESSO LUNGO	5.00
2 VR P/GRIGIO MASI	24.00
1 GIN-BOMBAY	9.50

SCUS-TOTAL	135.50
TPS	6.78
TVQ	13.51

TOTAL	155.79

	0.01
ROUNDED TOTAL	155.80

Transaction Amount = \$155.80 (full amount of the bill)
Non-McGill Expense = \$38.52 (\$24.00 + \$9.50 + taxes)
Allowable Expenses = \$117.28 (this is what you will be refunded)

Itemized detailed receipt is required along with proof of payment.

Tip is allowed to be claimed.

PER DIEM AMOUNTS

Eligible Per Diem Based on Departure/Arrival Time			
Date:	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
	(Canada= \$11; International = \$14)	(Canada = \$18; International = \$24)	(Canada = \$31, International = \$42)
03-Jun	0	18	31
04-Jun	11	18	31
05-Jun	11	0	31
06-Jun	11	18	0
07-Jun	11	0	31
08-Jun	11	18	0
09-Jun	11		
	\$ 66.00	\$ 72.00	\$ 124.00
	Total Eligible Per Diem		\$ 262.00

- ▶ You can claim both meal receipts and per diem amounts as long as each meal is only claimed once.
- ▶ For the per diem amounts, include a table of all the amounts you will claim and add it as one item on your expense report.
- ▶ If claiming per diem, you must submit the per diem chart with your expense report.
 - ▶ The per diem chart can be found on the Department of Chemistry website.

How to Split a Receipt to be Charged to More Than One Fund

If a receipt is to be charged to more than one Fund (FOAPAL), create as many expense items as needed and charge the appropriate amount to each FOAPAL. The figure displayed in the **Allowable Expense amt \$** field must equal the amount to charge to the entered FOAPAL.

- **Example:** A lodging receipt in the amount of \$1,000 is to be split between two FOAPALs with one FOAPAL to be charged \$600 and a second FOAPAL to be charged the balance of \$400. This receipt will need to be entered as two expense items since only one FOAPAL may be charged per expense item.

Expense Item 1: Transaction amount \$ = 1000 | Deduct non-McGill expense including taxes \$ = 400
=Allowable Expense amt \$ = 600 (calculated field automatically populated with a figure based on the entered amounts).

Expense Item 2: Transaction amount \$ = 1000 | Deduct non-McGill expense including taxes \$ = 600
=Allowable Expense amt \$ = 400 (calculated field automatically populated with a figure based on the entered amounts).

Split Lodging Example

Lodging for Airbnb is for a total of \$1,550.21.

Fund 1 will be charged \$1,075.66 and Fund 2 will be charged \$474.55.

Trans. date	Description	Trans. Amount \$	Non- McGill Expense	Allowable Expenses	Curr.	Exch. Rate	Expenses CAD \$
02- Apr-2022	Lodging - Hotel/Motel/Inn (Receipts): Split FOAPAL part 1: Airbnb	1,550.21	474.55	1,075.66	CAD	1	1,075.66
02- Apr-2022	Lodging - Hotel/Motel/Inn (Receipts): Split FOAPAL part 2: Airbnb	1,550.21	1,075.66	474.55	CAD	1	474.55

► Example 1: Shared Uber

Description	Trans. Amount \$	Non- McGill Expense	Allowable Expenses	Curr.	Exch. Rate	Expenses CAD \$
Taxi - Local: Ubers between Conference center to Airbnb, shared by many people, breakdown: (\$79.55/6) on 12 June, (\$21.83/5) on 14 June, (\$24.61/6 + \$12.32/3) on 15 June, (\$21.35/6 + \$21.00/5) on 16 June, (\$13.74/2) on 17 June	194.40	153.94	40.46	CAD	1	40.46

► Example 2: Shared Lodging

Description	Trans. Amount \$	Non- McGill Expense	Allowable Expenses	Curr.	Exch. Rate	Expenses CAD \$
Lodging - Hotel/Motel/Inn (Receipts): Airbnb apartment shared between 6 people	1,908.32	1,590.27	318.05	CAD	1	318.05

- ▶ Make sure you attach a copy of the conference program to your expense report.
- ▶ Ensure that the reference number and refund amount appear at the top of each page of your expense report.
- ▶ One Email = one Expense Report = one PDF document.
 - ▶ The one PDF document must include the Expense Report, the supporting receipts/documentation, travel award letter and appropriate signatures.
- ▶ Email the completed expense report to our office:
sciencefinancepod3@mcgill.ca