

Sample Descriptions for Expense Reports / Travel Advances

- Example 1: (Travel: business trip combined with personal trip + deduction of Non-McGill expenses)

I am Dr. X's graduate student. I traveled to Calgary, AB to attend the Canadian Chemistry Conference and Exhibition (CCCE 2022) held on May 12-16, 2022. I took a personal trip to Vancouver after the conference and arrived in Montreal on May 22. Please see attached comparable quote indicating how much a flight would have cost had a direct flight been booked from Calgary to Montreal. Only the airfare of Mtl-AB-Mtl has been claimed (\$790.15). I received a GREAT award of \$750 which was deducted from the claim. Lodging was covered by a 3rd party. No other expenses will be claimed.

- Example 2: (Travel: extended trip)

I am Dr. X's graduate student. I attended the Canadian Chemistry Conference and Exhibition (CCCE 2022) held in Calgary, AB from May 12-16, 2022. The trip was extended from May 9-20 for personal reasons. Please see attached comparable quote purely related to business May 11-17, 2022. Only expenses incurred during business time have been claimed.

- Example 3: (Conference held in Montreal or Virtual conference)

I am Dr. X's graduate student. I attended (full conference name) March 3-5, 2022 held in Montreal/virtually. I am claiming conference registration fees and membership dues. No other expenses will be claimed.

- Example 4: (Computer purchase)

Computer purchased for Dr. X's lab to collect data and analyze data for the funded studies as well as to prepare conference presentations and journal articles.

- Example 5: (Purchase of non-travel related items)

I am Dr. X's graduate student. I purchased parts for the research setup for the experimental chamber constructions.

- Example 6: (Non-travel meal: visiting researcher)

I invited Dr. X from XXX University to give a talk on (name of talk). This is to reimburse the meal I paid for at (name of the restaurant). In attendance were (names of attendees).

- Example 7: (Non-travel meal: recruitment meal)

I paid for a recruitment lunch for potential graduate student A for Dr. X at (name of restaurant). In attendance were (name of attendees).

- Example 8: (Out-of-pocket advance for travel)

I will be attending the (name of conference) on April 26-28, 2023 held in Los Angeles, CA. I'm requesting reimbursement for out-of-pocket expenses including airfare (\$754.25) and conference registration (\$375.00).

- Example 9: (Cash advance)

I am Dr. X's graduate student. I will be travelling to the United Kingdom for (name of conference). The cash advance will be used to cover local travel expenses and meals.

- Example 10: (Toner cartridge)

Toner cartridge to be used in Dr. X's lab to print research related documents such as research results, experimental notes, scientific journals, etc.