

**Deadline for submission**

Expense reports must be submitted:

- Maximum **30 days** from the return date of the trip OR
- Maximum **60 days** from the earliest non-travel related receipt being claimed

One comprehensive expense report

- All incurred **expenses**, for the trip, are included on the expense report
- All associated **advances**, for the trip, have been reconciled on the same expense report

Allowable expenses

- Entered expense items are 'allowable' expenses as per Granting Agency Guidelines and/or University Reimbursement of Expenses Policy
- All trip-related expenses were incurred within the start and end dates of the conference/travel dates

MINERVA DATA ENTRY- Is the following information included/entered correctly?**Responsible McGill ID field**

- If making a Third party payment, the McGill ID of the Fund Financial Manager or Principal Investigator of one of the funds being charged is entered
- If submitting an expense report for someone else / to be finished by someone else, the McGill ID of the faculty/staff/student who needs to be reimbursed/is the responsible person is entered
- If reconciling an advance, the entered ID matches the Responsible McGill ID as indicated on the original advance request

Start & Return date fields

- Dates reflecting the duration of the trip (i.e. when you left and when you returned to Montreal), including personal travel days, are entered

Describe purpose field

- Where you went, for what reason, and dates of the trip/conference
- Persons or organizations visited, and the full conference name (no acronyms) if applicable
- If certain expected or associated travel expenses are not being claimed, they are identified (e.g. meals included in conference registration; flight paid by conference organizers)
- If claiming expenses on a research grant, and you are not the Principal Investigator, your affiliation with the Principal Investigator's research group must be specified (e.g. student, research fellow etc.)
- If goods/items were purchased, clearly explain what was purchased, why, the quantity etc.

Third Party Payments

- Last Name/Vendor Name matches the 'payable to' information as indicated on the invoice
- Full mailing address of the Third party is entered – this cannot be a McGill address

Have questions about the advances and expense report process? Contact the Travel Desk traveldeskhelpt@mcgill.ca
 OR contact the Finance Help Desk 514-398-3463 | fishelp.acct@mcgill.ca.

Visit the Financial Services Knowledge Base - <http://kb.mcgill.ca/fskb/easylink/article.html?id=3939>.

**EXPENSE ITEMS - Is the following information included/entered correctly?****Receipt date**

- Date which appears on the actual receipt is entered – not the conference or travel date

Description field

- For kilometer allowance, the start and destination points are entered
- For University-related entertainment, the name and McGill IDs for groups of less than 10 people are listed - if more than 10 people attended, the group/event name is entered
- For meal per diems, a breakdown by meal type and date is entered
- For gifts given to McGill faculty/staff/students, names and McGill IDs are entered

Transaction amount field

- The total amount of the receipt, including taxes, is entered

Currency

- The currency in which the receipt was issued is selected. If needed, the exchange rate was overridden to match the rate on a credit card statement

Deduct non-McGill expense including taxes

- Amounts for personal expenses, included on receipts, are entered

Taxes fields

- Amounts displayed in the tax fields match the receipt. If needed, the values were overridden to match the receipt - exceptions:
 - o Montreal tax receipts – leave the taxes as is
 - o Airfare – if no breakdown for GST and QST is displayed on the receipt, enter 0.00

Grouping receipts

- Based on purchasing location, receipts for the following expense types are grouped together and entered as a single item by expense type:

parking	meal per diems	calling cards
gas	postage	photocopy receipts
travel-related taxi	tolls	

ONCE THE EXPENSE REPORT HAS BEEN PRINTED – general things ...**Balance owing**

- A cheque made out to *McGill University* is attached for any balance owing

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Receipts

- Original paper or printed electronic receipts are attached for all expense items
 - o No receipt is required for mileage, meal per diems, tolls, parking meters, public transportation, gratuities paid in cash
 - o For expenses charged to non-research grants and contracts: Alternative to original paper receipts - scanned receipts or pictures of receipts captured with smartphones are accepted for the following expense items only: gas, taxi, off-campus parking, meals. They must be of good quality, legible and readable.
 - Receipts include proof of payment or show zero balance
 - Associated expense item number, from the Minerva expense report, is written on each receipt
- Further information about receipt requirements is available in the Policy and in the Financial Services Knowledge Base*

Supporting Documentation

- If claiming **mileage**, map/driving directions which clearly indicate distance travelled are attached
- For **conferences**, the conference prospectus/program indicating the dates of the conference and workshops is attached
- For **subject fees**, acknowledgement that the participants received payment is attached
- For **airfare**, the boarding pass is attached if there is no other proof the conference/trip took place (e.g. hotel invoice, taxi chit to/from airport, meal receipts, etc.)
- For **airfare**, a quotation for the itinerary purely related to University business is attached if the airfare includes costs which are not a necessary consequence of travel on behalf of the University.
- If needed for **proof of payment**, credit card chit or credit card statement is attached (be sure to black out the PAN except for the last 4 digits)

Signatures

- Claimant has signed the expense report
 - o If paying an invoice (Third party payment) OR if the Visitor Claimant Signature form is attached, Claimant signature may be left blank
- If the Fund Financial Manager (FFM) or Principal Investigator (PI) is the Claimant (or is the recipient of a claimed expense item), their direct superior 'One-Up' has signed the expense report
- Fund Financial Manager (FFM) or Principal Investigator (PI) for each fund charged (or their delegate) has signed the expense report
 - o Delegates may not sign expense reports charged to Tri-Agency grants (NSERC, CIHR, SSHRC) where the Claimant is a student or a visitor
- If the Claimant is a Visitor, and expenses are charged to a Tri-Agency grant (NSERC, CIHR, SSHRC), the Dean/Chair has signed the expense report

Signatures must appear on the printed page containing the following information: Reference Number, Payable to, In the amount of, Attestations | Recommendation: Use **Internet Explorer** to print the request - this ensures that the information above and the section for signatures appears on the same page - see [sample expense report signature page](#).

**Additional forms**

- If submitting a Third party payment to a Visitor, and they have already left the University, the Visitor Claimant Signature form is signed and attached, and the amount written on the form matches the amount claimed on the expense report
- If making a Third party payment to a Visitor/Organization outside of North America, in another currency, ensure banking information has been provided on the Visitor Claimant Signature form or that banking information is attached

EXPENSE REPORT CHECKLIST – TRI-COUNCIL

- One comprehensive expense report per trip
 - Explanation is required if an expense category is missing
 - eg: no airfare is charged on this EXR as the host covered this expense
 - eg: no hotel is charged on this EXR as it room was shared with Ms. X and claimed on EXR#
 - Expenses must be submitted within 30 days following the return date from the trip
- Affiliation between claimant and the researcher and the link to the research must be specified
 - eg: Mr. Smith, PhD student working on project X for Dr. Andrew
 - Affiliation is not required if claimant is the Principal Investigator
- Prospectus/Agenda/Conference program
 - For a conference:
 - Prospectus
 - Program (a few pages is acceptable, preferably the ones where the claimant is presenting)
 - For Meeting/Collaboration/Talk:
 - Need the meeting agenda (email communication is acceptable)
 - Need the details of the talk (poster)
 - Need proof of consultation
- All original receipts are required
 - Memos are not accepted
 - Credit card chits are not considered original receipts
- Meal receipts
 - Detailed receipts and proof of payment are required
 - Alcohol is not allowed
 - Per Diem is not allowed if the conference provided the food
- Hotel Receipts
 - Detailed invoice and proof of payment are required
 - If the hotel was booked online with company like Expedia or HotWire, the booking confirmation with the credit card statement is mandatory
- Airfare
 - Detailed receipt and proof of payment are required
 - Economy fare only
- Boarding Passes
 - They are mandatory if there is not enough evidence to place the person in the city
- Computer / Tablets / Modems / Emerging technology and other hardware and/or specialized software
 - Acceptable if required for research and if not normally provided by the institution
 - Requires a valid justification
- Required signatures
 - Claimant needs to sign. If the claimant is a visitor:
 - Claimant can sign using the Visitor Claimant Sheet
 - The claim must be countersigned by the Department Head or Dean
 - Approver needs to sign. Approver is the fund holder.
 - If the Fund holder is the claimant, a 'one-up' signature is necessary (Chair, Dean or Dept head)
 - If the claimant is a student, it must be signed by the PI (delegate is not accepted)
 - Verify the delegates in Minerva
- Supplies
 - Verify the Tri-Agency Financial and Administration website for eligibility (TAFAG, see below for the link)
- Other Related items
 - Ensure that the currency selected in the expense report is the one in which the item was paid
 - Cancelled trips are deemed ineligible. Gather relevant information & request approval to RFMS before approving
 - If the credit card statement is attached to the claim, the amount reimbursed has to match the statement
 - Ensure that the appropriate account is selected. Do not use the miscellaneous account 700012 (kb article 3892)
 - Advances have to be closed with an expense report, even if no additional expenses have been incurred