



McGill

Publication Date
2016-08-01

Revision
V 2.8

POLICY NAME : REIMBURSEMENT OF EXPENSES

OVERVIEW:

University travel and other personal reimbursements from all sources of funding must follow the guiding principles below. These policies should be made available to all academic staff, administrative and support staff, students and visitors who may be reimbursed for expenses incurred.

Refer to the Procedures for details regarding the implementation and interpretation of the following policies.

POLICY:

P1. General

- P1.1. Only legitimate monetary expenses related to approved University business will be reimbursed.
- P1.2. Once reimbursed, these same expenses cannot be used for any other reimbursement against other University funds or for any claim to another organization.
- P1.3. Submitted Expense Reports and Advances that do not conform to these policies will be returned to the claimant. Resubmissions to Financial Services that still do not conform to these policies will be returned to the claimant's superior for settlement. Financial Services will also copy the claimant's superior where expenses claimed are being questioned for reasonability of amount or purpose.
- P1.4. Any violations of this Policy that are determined to be a willful attempt to defraud the University, will result in sanctions, up to and including termination of employment.
- P1.5. Where applicable, Granting Agency guidelines supersede the University Regulations.

P2. Advances

- P2.1. Travel Advances may be obtained for third party prepayments, out-of-pocket expenses that are required to be paid in advance of the trip, and for expenses to be incurred during the trip as itemized in the procedures. Employees who do not wish to incur these expenses personally may apply for a University Corporate Card. Visitors may only request third party prepayments.
- P2.2. Other advances may also be issued for non-travel items.
- P2.3. All advances are considered accountable and subsequent accounting is required.

P2.4. All advances including travel advances paid to third parties must be cleared by submitting a Request for Expense Reimbursement (also referred to as an 'Expense Report') to Financial Services following the completion of the trip and **within the time period indicated in the procedures.**

P2.5. In the event that an amount is to be returned to the University, a personal cheque made payable to McGill University must be attached to the Expense Report.

P2.6. No additional advances or reimbursements of any kind will be made if the settlement of a prior advance is overdue. In addition, non-compliance may result in PCard deactivation and/or freezing of University funds under the responsibility of the claimant or approver of the advance.

P3. Reimbursements

P3.1. Expenditures related to University activities incurred personally by McGill employees must be claimed via an Expense Report in order to receive the appropriate approvals.

P3.2. The Claimant (person who has incurred expenses on behalf of the University) and the Fund Financial Manager (FFM) are accountable to ensure that the expenses are:

- Legitimate
- Appropriate for the use of funds
- Reasonable
- For University/Granting Agency purposes only
- In accordance with University/Granting Agency regulations and procedures
- Charged to the correct FOAPAL(s) where budget availability exists
- Personally incurred by the Claimant (i.e. the Claimant does not request reimbursement on behalf of another individual)

P3.3. Travel Expenditures

In regards to travel, all expenses (regardless of amount) must be reported on **one comprehensive** Expense Report for that single trip. This report must include all costs paid directly by the University, the claimant, or any other party, and must include those initially paid through advances.

P3.4. Receipt Requirements

Original paper or printed electronic receipts are required for all expenses being claimed except for mileage claims, meal per diems, tolls, public transportation and gratuities if paid in cash.

For the following expense types charged to non research grants and contracts, the University will accept scanned receipts or pictures of receipts captured with smartphones (e.g. iPhone, Blackberry):

- Gas (Personal Automobile or Car Rental)
- Taxi
- Parking (Off-campus)
- Meals

For scanned receipts or pictures of receipts, the Claimant must ensure that the printed copies must be of good quality, legible and readable.

Credit card sales slips, credit card statements, canceled cheques, airline itinerary confirmations or fare quotes are not acceptable for travel-related expenses.

If the claimant requires the original receipt for another purpose, see the "defacing" procedure.

P3.5. Returned or cancelled purchases

Claimants are responsible for the adjustment of previously claimed amounts resulting from subsequently returned items or voided transactions. This can be accomplished by submitting a cheque (with explanations) to the Travel Desk.

P3.6. Non-Travel Purchases

Purchases of non travel related goods or services, having a value in excess of the threshold indicated in the "non travel-related" procedures, will not be reimbursed through the Expense Report. These items must be requisitioned prior to ordering, using the Purchase Requisition process. In the case of emergency purchases of non-travel items having a value greater than the threshold, a memo explaining the requirement for the purchase is required, approved by the approver of the expense claim.

P3.7. Research-Funded Travel

Travel supported by research grants or contracts must comply with University regulations and policies, unless specifically indicated otherwise by the granting agency. Certain granting agencies have established guidelines concerning expenses eligible for reimbursement. In the event of inconsistencies between such guidelines and University policies, the granting agency guidelines will apply.

P4. Reasonability of Costs

P4.1. Academic staff and administrative and support staff must make every effort to make the most economical use of all University resources by considering cost, time spent traveling, and convenience.

P5. Personal Expenses

P5.1. Personal expenses incurred on behalf of the claimant, or his/her family, friends, or relatives, may not be reimbursed. Personal expenses include costs which are not a necessary consequence of travel on behalf of the University.

P6. Approvals and Responsibilities

P6.1. All Advances and Expense Reports must be acknowledged by the Claimant and approved by the Fund Financial Manager

P6.2. The **Claimant**, is the person who incurred the expense and who will be reimbursed for the expenses being claimed. The claimant is responsible for ensuring that expenses are accurate, legitimate, appropriate, and reasonable, for University purposes, in accordance with University policy and will not be used for reimbursement against any other University funds. The claimant is also responsible for ensuring that all expenses previously paid by the University and expenses reimbursable to the claimant by any other party have been deducted on the Expense Report. In the event that reimbursements for expenditures are subsequently received from other organizations, the related refund must be made to the University in cases where paid expenses were originally charged to the University.

P6.3. The **Fund Financial Manager** is responsible for ensuring that the expenses are legitimate, appropriate, and reasonable, for University purposes only, are in accordance with University policy, are charged to the correct FOAPAL(s), and (if expenses are charged to a research fund) conform to granting agency regulations and relate to research for which the grant/contract was awarded.

P6.4. In the case where the claimant is the Fund Financial Manager, their direct superior must approve the request.

P6.5. Delegation of approval in certain circumstances is permitted, as specified in the procedures.

P7. Subsequent Audit and Adjustment

Approval and reimbursement of an expense reimbursement does not constitute final acceptance. All expense reimbursements are subject to subsequent review and adjustment by Financial Services, Internal Audit, Granting Agencies, or at the request of individual Faculties or Departments. The final decision related to any adjustment rests with Financial Services. Amounts refused must be reimbursed personally by claimants.

PROCEDURES: Reimbursement of Expenses

G1. ADMINISTRATIVE RESPONSIBILITY

The administration of travel and other personal reimbursements (i.e. Requests for Advances and Expense Reimbursements) are under the responsibility of the Travel Desk section of Transaction Services, in Financial Services. As such, related inquiries should be directed to the Travel Desk Customer Service Call Centre by email to TravelDeskhelp.acct@mcgill.ca.

Any dispute will be resolved by the Controller, Financial Services

G2. ADMINISTRATIVE SYSTEM

G2.1. Obligatory Use

All requests for advances and reimbursements must be submitted using the 'Advances and Expense Reports' menu which is accessible:

- To FIS Users via the Minerva Finance (Fund) Administration menu;
- To Employees who are not FIS Users via the Minerva Employee menu;
- See section G2.2 for reimbursements to students (including postdoctoral fellows (postdocs)).

In the case of reimbursements, the system provides the facility to organize and group receipts, calculate currency exchange and sales tax for rebates, as well as assign proper account codes. It also presents claimants with a check list to ensure timely approval and processing of payment.

It is important to remember that the Travel Desk cannot act on an electronic submission until the signed form and receipts are received.

G2.2. Reimbursements to Students (including postdoctoral fellows (postdocs))

Units may choose to process reimbursements to McGill students one of two ways:

- Units may assist students in compiling the necessary supporting documentation, and data enter Expense Reports on behalf of students using the menus stipulated in G2.1.
- Units may decide that, due to volume, university administrative and support staff will not data enter Expense Reports on behalf of students. These units will direct their students to the Minerva Student menu entitled 'Expense Reports' which is limited to submission without FOAPALs. The Unit must name Reviewer(s) to review student claims (to 'submit' or 'disapprove', and to add missing FOAPAL information), and instruct their students which Reviewer to assign their claim to. Refer to the Reviewer Authorization form (<http://www.mcgill.ca/financialservices/forms/> > System Access Forms) to establish the Primary Reviewer within a Unit who is delegated to oversee the Expense Report review process.

The affiliation with the grantee's research group must be specified for research-related travel.
G3. ADVANCES

G3.1. Travel Advances

There are three types of travel advances, all of which must be accounted for at the time of Expense Report submission. In cases where more than one payment is required in advance of a trip, multiple advance requests (and types) may be requested at different intervals prior to the trip.

a) Third Party Prepayments – may be requested by academic staff, administrative and support staff, students (including postdocs) and visitors

These are payments made directly to third party suppliers in advance of the trip. Examples include payments to conference registration or travel agency. Direct payment is strongly recommended, as it can be requested at any time with copy of invoice. The original invoice is submitted with the comprehensive Expense Report following the trip (in order to account for the advance).

b) Out-of-Pocket in Advance of Trip – may be reimbursed to academic staff, administrative and support staff, and students (including postdocs) ONLY

The Claimant is out-of-pocket for expenses they personally paid for in advance of the trip. Examples include conference registration or airline ticket paid by the traveler. This type of advance can be requested at any time (and in multiple instances as claimant prepays), with copy of receipt and proof of payment. Original receipts and proof of payment is submitted with the comprehensive Expense Report following the trip (in order to account for the advance).

c) Cash Advances – may be issued to academic staff, administrative and support staff, and students (including postdocs) ONLY

This payment to the claimant is to cover cash needs for anticipated expenses to be incurred during the trip. Cash advances should be limited to field studies, extended trips, and when trips occur in countries where cash is the only mode of payment. Cash advances shall not be issued more than 30 days in advance of the trip. Amounts in excess of \$5,000 require a breakdown of estimated costs.

G3.1.1. Requesting an Advance

- Complete "Submit a Request for an Advance" in Minerva, selecting the appropriate 'advance type';
- Print and obtain the necessary signatures (claimant's acknowledgement, Fund Financial Manager approvals);
- In Canadian dollars only if payable directly to the employee;
- Support the advance request, outlined above by advance type, with photocopies so that the originals can be kept for the Expense Report submission;
- To allow for processing, requests must be received by the Travel Desk at least 10 business days prior to the expected payment date;
- All advances must be accounted for following the trip by submitting an Expense Report within 30 days of the expected return date (as indicated on the advance request).

G3.2. Other Accountable Advances

Accountable advances may also be issued for non-travel items, where subsequent accounting of the disbursement is necessary. Clearing (i.e. accounting for) a non-travel advance is accomplished by submitting an Expense Report with the appropriate documents and approvals within 60 days of the oldest receipt. Examples of non-travel accountable advances include subject fees as well as living, clothing and book allowances where the claimant is not the recipient.

G3.3. Signatures and Signing Authority

A signature is required from the Fund Financial Manager, or temporary delegate of each FOAPAL charged. If the claimant is the Fund Financial Manager, their direct superior must sign.

G3.3.1. Temporary delegation

Delegation of approval is permitted during temporary absences of a person having normal signing authority. The delegate must be one of the following:

- a) An academic staff or administrative and support staff member who possesses the necessary skills for the effective exercise of signing authority.
- b) Not the claimant.
- c) In the case of research grants:
Delegating grant holder authority to individuals for administrative convenience is not acceptable.
- d) Permanent delegation of approval is not permitted.

G3.4. Overdue Advances

Advances are considered overdue 30 days after the expected return date indicated on the advance request.

G4. REIMBURSEMENTS

Financial Services regularly monitors the rates of return due to nonconforming claims. A Checklist (<http://kb.mcgill.ca/fskb/easylink/article.html?id=3939>) has been developed to remind claimants of the most common reasons Expense Reports are not immediately processed.

G4.1. All expenses relating to a trip must be included on a single Expense Report, and comprise the following:

- Purpose of the trip (persons or organizations visited); **must be described in sufficient detail** to allow the approver, Fund Administrator, the Travel Desk and auditors to assess the University business purpose or the research purpose.
- Dates and destinations;
- Details of expenditure receipts;
- Attachment of original paper or printed electronic receipts and proof of payment;
- Attachment of any accountable advance related to the trip

Note: For travel expenses dated September 1, 2013 onwards, the practice of obtaining a signed memo as a substitute for missing receipts in expense claims will no longer be accepted. These expenses will have to be absorbed by the claimant.

Travel expenses must be **submitted within 30 days following the return date from each trip**. Expenses not related to overnight trips, for supplies or other expenses, must be submitted no later than 60 days after the date of the earliest expense receipt claimed.

In line with Canada Revenue Agency income tax refunds, reimbursements (net of accountable advances) amounting to less than \$2 will not be paid nor will the University expect the claimant to reimburse for amounts less than \$2.

G4.2. Reimbursements to Third Parties

Most 3rd party payments are set up as accountable advances (for example, conference registration paid to an association) to ensure that a comprehensive Expense Report is submitted following the trip. A copy of the invoice or receipt for the advance request is acceptable, so that the claimant will have the original receipt to attach to the Expense Report.

Certain third party payments need NOT be set up as an advance if they are payments on behalf of visitors or students (including postdocs) for which no other expenses will be reimbursed. For example, to pay for a visiting professor's hotel whereby no other costs will be covered, prepare an Expense Report and pay the hotel directly under the 3rd party section.

The affiliation with the grantee's research group must be specified for research-related travel.

G4.2.1. Reimbursements to Non-Residents of Canada

Reimbursements to non-employee who is not a resident of Canada (typically travel costs relating to a guest lecture/speaking engagement), must be included on Form T4A-NR (Statement of Fees, Commissions or Other Amounts Paid to Non-Residents for Services Rendered in Canada) under 'travel expenses.'

To ensure the Payroll Office in Human Resources can fulfill the University's regulatory responsibilities, check the 'non-resident' flag when completing an Expense Report for all claims paid to the non-resident or to a third party on behalf of the non-resident. For further information, see the Guest Lecturer/Speaker Remuneration Policy (<http://www.mcgill.ca/financialservices/policies>).

G4.3. Signatures and Signing Authority

G4.3.1. Claimant

All Expense Reports require the signature of the claimant, even when the resulting payment (expenses less advances) is zero.

Special provisions for visitor claimants:

In the case of visitors to the University who will depart prior to their requests being processed in the system, use the Visitor Claimant Signature form (<http://www.mcgill.ca/financialservices/forms/> > Travel Related Forms) to obtain the claimant's signature. Along with the sum of **original receipts**, it allows the visitor to provide an estimate of expenses to be incurred following departure (e.g. taxi to airport). The form must be **signed and attached** to the official printed expense report. Minor revisions when additional receipts are appended to the claim do not require re-acknowledgment by the visitor. Use of the Visitor Claimant Signature form is not permitted for McGill employees.

A visitor's signature is not required for claims with a zero net payment (i.e. only clearing advances), hence the Visitor Claimant Signature form is not required in these cases.

G4.3.2. Signing Authority

Signature is required from the Fund Financial Manager of each FOAPAL charged, even when the resulting charge (expenses less advances) is zero. If the claimant is the Fund Financial Manager, their direct superior must sign.

For meals and entertainment, should the normal approver be listed in the names of people being entertained, then their direct superior must approve the request.

Delegation of approval is permitted during temporary absences of a person having normal signing authority. The delegate must be one of the following:

- a) An academic staff or administrative and support staff member who possesses the necessary skills for the effective exercise of signing authority.
- b) Not the claimant.
- c) In the case of research grants:
 - i. Delegating grant holder authority to individuals for administrative convenience is not acceptable.
 - ii. Reimbursements charged to Tri-Agency funds which are payable to students (including postdocs) and visitors cannot be delegated.
 - iii. Reimbursements **charged to Tri-Agency funds which are payable** to visitors must be countersigned by the Dean or Chair.
- d) Permanent delegation of approval is not permitted.

G4.4. Allowable and Reasonable Expenses – Receipt Requirements

This section provides all the necessary information with respect to:

- Allowable reimbursements
- Reasonability of costs
- Receipt requirements and method of payment
- Allowance rates
- Other important notes

G4.4.1. Defacing Receipts

If the University is reimbursing the claimant for only a portion of the total cost of a trip and the claimant wants to use a portion of the original receipts submitted for some other purpose, Financial Services will enter the amount paid by McGill on each original receipt and return the annotated ("defaced") original to the claimant. This procedure can be done upon or before the Expense Report submission.

G4.4.2. Electronic Receipts and Purchases

Many purchases are made via websites and the transaction confirmation varies widely depending on the vendor. Electronic receipts are acceptable only if the following information is included:

- Identification of the vendor
- Vendor's GST and QST numbers, where applicable
- Identification of the buyer
- Full description of what was purchased
- How much was paid, along with proof of payment indication.

G4.4.3. Receipts in foreign currency

Foreign currency receipts should be denominated in the original currency, with conversion to Canadian dollars properly indicating with the exchange rate used. An appropriate exchange rate may either be derived from the Bank of Canada (<http://www.bankofcanada.ca/rates/exchange/10-year-converter/>) website (based on the receipt date), or the rate charged on the credit card statement. Provide a copy of the credit card statement if the latter differs greatly from the published rates. If claiming receipts in U.S., British Pounds or Euro currency, the system will default in the exchange rate based on the receipt date entered.

G4.4.4. Receipts in Foreign Language

Any receipts in a foreign language must be accompanied by an explanation of the item, in English or French, on the claim or receipt.

G4.4.5. Travel and Hotel Services

In making travel or car rental arrangements, all academic staff and administrative and support staff members are strongly urged to use the recommended University travel and car rental agencies for best service and maximum savings. These agencies specialize in meeting the needs of business travelers and are able to negotiate special rates as a collective group. Refer to Travel Services (<http://www.mcgill.ca/travelservices/>) for more information.

G4.4.6. Summary by Expense Type

This reference of allowable expenses should be used in determining the appropriate method of payment, the reasonable costs suggested, and the allowance rates.

Note: Individual units may, at their discretion, apply more rigorous restrictions. However, Financial Services will verify for these undernoted minimum standards.

TRANSPORTATION:

Expense Type (1)	Personal Automobile
Reasonable Cost	Kilometer allowance or actual cost of gas not exceeding equivalent rail or economy airfare.
Receipt Requirements	<p>For research grants and contracts, original paper gas receipt.</p> <p>For all other funds, original paper gas receipt, scanned gas receipt, or picture of gas receipt captured by smartphone (e.g. iPhone, Blackberry).</p> <p>For scanned receipts or pictures of receipts, the printed copies must be of good quality, legible and readable.</p>
Alternative to Receipts (allowances)	<p>Effective June 1, 2012: 57 cents per kilometer, or 91 cents per mile</p> <p>Total must not exceed equivalent rail or economy airfare.</p>
Note	<p>Provide the starting point and destination.</p> <p>Cannot claim both mileage and gas.</p> <p>To reduce the number of receipts entered in the system, group gas receipts by purchasing location (e.g. 4 receipts in Quebec) and enter one expense line.</p> <p>The University is not responsible for damages to academic staff or administrative and support staff members' cars incurred while using the car for University business. The claimant must therefore ensure that his/her personal automobile insurance is adequate. For more information, consult the Use of Personal Vehicle page on the Travel Services website (http://www.mcgill.ca/travelservices/transport/book-vehicle-1/use-personal-vehicle).</p>

Expense Type (2)	Car Rental
Reasonable Cost	Total must not exceed equivalent rail or economy airfare. Cost of standard insurance against liability or personal injury is acceptable.
Receipt Requirements	For car rental: Original paper or printed electronic receipt For gas - <u>research grants and contracts</u> : Original paper gas receipt. For gas - <u>all other funds</u> : Original paper gas receipt, scanned gas receipt, or picture of gas receipt captured by smartphone (e.g. iPhone, Blackberry). For scanned receipts or pictures of receipts, the printed copies must be of good quality, legible and readable.
Alternative to Receipts (allowances)	Not applicable.
Note	The University is not responsible for damages incurred during the rental period. The claimant is responsible for securing adequate 3 rd party liability and collision damage waiver insurance upon rental. If renting a car in North-America, Card Holders are automatically covered for collision damage when using the McGill American Express Corporate Card, and should refuse coverage offered by the rental company. If the McGill AMEX Card is not used, a reasonable amount of insurance expense may be charged to the University. For more information, consult the Book Vehicle page on the Travel Services website (http://www.mcgill.ca/travelservices/transport/book-vehicle-1).

Expense Type (3)	Taxi
Reasonable Cost	Actual cost, however airport bus service should be used to and from airports whenever possible and convenient.
Receipt Requirements	<u>For research grants and contracts</u> , original paper receipt. <u>For all other funds</u> , original paper receipt, scanned receipt, picture of receipt captured by smartphone (e.g. iPhone, Blackberry) or credit card sales slip. For scanned receipts or pictures of receipts, the printed copies must be of good quality, legible and readable.
Alternative to Receipts (allowances)	57 cents per kilometer or 91 cents per mile.
Note	To reduce the number of receipts entered in the system, receipts by purchasing location may be grouped (e.g. 6 taxi receipts in Quebec for \$10 each) and entered on one expense line (Taxi in Quebec \$60).

Expense Type (4)	Airfare
Reasonable Cost	Economy class. When travel plans are known sufficiently in advance, academic staff and administrative and support staff members should make every effort to take advantage of charter rates, seat sales or any similar special offers made by airlines. Seats in a fare class greater than economy requires the prior approval of the claimant's Dean or Vice-Principal/Provost.
Receipt Requirements	Original paper ticket receipt (i.e. passenger copy), printed e-ticket or travel agency invoice that must include all of the following information: passenger name, airline and flight #, date of flight, origin and destination, amount and proof of payment. Flight cancellation insurance is allowable if accompanied by a receipt. No other form of travel insurance will be reimbursed. Airfare that includes costs which are not a necessary consequence of travel on behalf of the University (e.g. avoidable stopovers and trip extensions) is considered personal. The claimant is responsible for obtaining and attaching to the Expense Report <u>one airfare quotation for the itinerary purely related to University business</u> (i.e. that excludes avoidable stopovers and trip extensions). The claimant will be reimbursed the lowest airfare. Boarding pass no longer required when other evidence exists to prove trip occurred (e.g. hotel invoice, taxi chit to/from airport, meal receipts, etc.)
Alternative to Receipts (allowances)	Not applicable
Note	It is the responsibility of the Claimant (overseen by the Fund Financial Manager), to obtain a credit/reimbursement from the airline carrier if a trip is cancelled. For trips amounting to significant costs, it is advised to buy flight cancellation insurance.

Expense Type (5)	Rail Fare
Reasonable Cost	Any rail fare class for day trip, as long as the cost does not exceed the economy airfare applicable to the given destination; If overnight travel is necessary, sleeper class may be used.
Receipt Requirements	Original paper ticket receipt (i.e. passenger copy) or printed e-ticket.
Alternative to Receipts (allowances)	Not applicable.

Expense Type (6)	Parking (Off-campus)
Reasonable Cost	Actual cost.
Receipt Requirements	<p><u>For research grants and contracts</u>, original paper receipt.</p> <p><u>For all other funds</u>, original paper receipt, scanned receipt or picture of receipt captured by smartphone (e.g. iPhone, Blackberry).</p> <p>For scanned receipts or pictures of receipts, the printed copies must be of good quality, legible and readable.</p>
Alternative to Receipts (allowances)	Receipt not required for metered parking.
Note	<p>To reduce the number of receipts entered in the system, group parking receipts by purchasing location (e.g. 4 parking receipts in Quebec at \$10 each) and enter one expense line (Parking in Quebec \$40).</p> <p>See separate section below for on-campus parking.</p>

ACCOMODATION:

Expense Type (7)	Hotel
Reasonable Cost	Single occupancy.
Receipt Requirements	Original paper hotel receipt or printed electronic invoice. If the invoice/receipt does not show a zero balance or proof of payment, a credit card slip or other supporting receipt must also be submitted.
Alternative to Receipts (allowances)	Maximum of \$20 (Cdn) per night, if staying with friends (private home).
Note	<u>For research grants and contracts</u> : If meals are charged on the hotel receipt, the original paper detailed restaurant receipt which includes the date, items consumed, amount, gratuities and restaurant name is required.

MEALS AND ENTERTAINMENT:

Expense Type (8)	Meals
Reasonable Cost	Actual cost.
Receipt Requirements	<p><u>For research grants and contracts</u>, the original paper detailed restaurant receipt including the date, items consumed, amount, gratuities and restaurant name along with proof of payment (customer copy of credit card sales slip or cash register receipt).</p> <p><u>For all other funds</u>, the original detailed paper receipt, credit card sales slip, scanned receipt/sales slip or picture of receipt/sales slip captured by smartphone (e.g. iPhone, Blackberry). The printed copies must be of good quality, legible and readable.</p> <p>If no receipt is available (original detailed paper receipt, credit card sales slip, scanned receipt/sales slip, picture of receipt/sales slip), the per diem amount will be applied. Memos for missing receipts are not accepted.</p> <p>Each receipt must be individually itemized in the system.</p>

Alternative to Receipts (allowances)	<p>The University encourages the use of actual receipts to claim meal expenses. Should this not be a practical alternative, the following per diem rates are available:</p> <p><u>In Canada:</u> Maximum per diem rate of \$54 (Cdn) for overnight trips. In the event of partial per diem claims, the maximum per meal (per diem) is set at: breakfast \$10, lunch \$16, supper \$28.</p> <p><u>Outside Canada:</u> Maximum per diem rate of \$70 (Cdn) for overnight trips. In the event of partial per diem claims, the maximum per meal (per diem) is set at: breakfast \$12, lunch \$21, supper \$37.</p> <p>Per diem amounts cover gratuities.</p>
Indicate on Expense Report	<p>In the case of University-related entertainment, nature of the event including:</p> <ul style="list-style-type: none"> • A list of names (including McGill employees) if 10 or less people were entertained. • The name and purposes of the group will suffice if greater than 10 people were involved <p>Should the normal approver of the Expense Report be listed, their immediate supervisor must approve the request.</p>
Notes	<p>Per diem allowance cannot be claimed where meals are included in transportation charges, conference registration fees or hotel rates/receipts, or for meals where receipts are claimed. Should individual meal(s) be provided under the aforementioned circumstances, per diem claims must be reduced by the amount allowable for that meal (e.g. \$28 for dinner in Canada).</p> <p>It should be noted that the policies of several granting agencies prohibit the claim of alcoholic beverages, while other granting agencies permit higher per diem rates based on geographic area.</p>

OTHER:

Expense Type (9)	Conference & Seminar Registration
Reasonable Cost	Actual cost.
Receipt Requirements	Original conference paper receipts or printed electronic invoice must indicate a zero balance or proof of payment. If not indicated, an original credit card slip or other supporting receipt must also be submitted.
Alternative to Receipts (allowances)	Not applicable.
Indicate on Expense Report	<p>Full name of conference, elaborating acronyms.</p> <p>Please note that granting agencies may have specific requirements pertaining to conferences (i.e. official supporting documentation such as the prospectus or program, indicating the dates of conferences and workshops).</p>

Expense Type (10)	Publications
Reasonable Cost	Actual cost.
Receipt Requirements	Original paper receipt or printed electronic invoice.
Alternative to Receipts (allowances)	Not applicable.
Indicate on Expense Report	Title of each book, magazine subscription and/or renewal

Expense Type (11)	Professional Memberships
Reasonable Cost	Actual cost.
Receipt Requirements	Original paper receipt from organization, printed electronic invoice and/or copy of application form plus original proof of payment.
Alternative to Receipts (allowances)	Not applicable.
Indicate on Expense Report	Full name of organization or seminar, elaborating acronyms.

Expense Type (12)	Subject Fees
Reasonable Cost	Should not exceed \$100 per day for each person participating in a research study.
Receipt Requirements	Acknowledgement containing the recipient name, amount paid and recipient signature. If the nature of the research is confidential, the Fund Financial Manager must indicate this on a supporting document for the amount claimed.
Alternative to Receipts (allowances)	Not applicable.
Note	Subject fee payments exceeding \$100 per day will be reviewed by Financial Services to ensure that payments should not be treated as employment income.

Expense Type (13)	Living Allowance
Reasonable Cost	Amount stipulated in granting agency guidelines.
Receipt Requirements	If the recipient is the claimant, none. Otherwise an acknowledgement containing the recipient name, amount paid and recipient signature.
Alternative to Receipts (allowances)	Not applicable.

Expense Type (14)	Communication Expenses
Examples	Charges for cellular, telephone, internet or other electronic communicating devices.
Reasonable Cost	Portion of actual cost related to University business.
Receipt Requirements	Original paper receipt or printed electronic receipt (e.g. original Bell invoice)
Alternative to Receipts (allowances)	Not applicable.

Expense Type (15)	Gifts, Gift Cards & Gift Certificates
Examples	Gifts: a tangible token of appreciation Gift cards & gift certificates: A certificate usually presented as a gift that entitles the recipient to select merchandise of an indicated cash value at a commercial establishment.
Reasonable Cost	Actual cost.
Receipt Requirements	Original paper receipt with proof of payment.
Alternative to Receipts (allowances)	Not applicable.

Note	This receipt type must be coded as 'gifts' (using the Expense Item drop-down box). It is obligatory to provide the name of the recipient(s), along with a McGill ID if the individual is an employee. The value of all gifts/gift cards/certificates to employees are transmitted to Payroll which may be included on their T4 Statement of Remuneration.
------	---

G4.5. **Special Notes re: Allowable Expenses**

G4.5.1. **Research-Funded Reimbursements**

Travel supported by research grants or contracts must comply with University regulations and policies, unless specifically indicated otherwise by the granting agency. When travel funded by research grant/contract funds is contemplated, it is important to understand the guidelines that must be followed. A review of the respective agency policy and/or guidelines book or terms of contract will usually indicate the method.

If it is unclear which travel procedure should be followed, contact your local Financial Services Team or Research Financial Management Services (Financial Services). If extensive traveling is anticipated (for example, a three-month field trip), the traveler should contact Research Financial Management Services prior to departure, to avoid any delays in obtaining an advance and to establish the appropriate method of reporting expenses.

It is important to note that certain granting agencies have established guidelines concerning expenses eligible for reimbursement. In the event of inconsistencies between such guidelines and University policies, the granting agency guidelines will apply.

G4.5.2. **Non Travel-Related Items > \$2,500**

Purchases of non travel related goods or services having a value of over \$2,500 will not be reimbursed. These items must be requisitioned prior to ordering, using the Purchase Requisition process.

G4.5.3. **Small Equipment Purchases & Supplies < \$2,500**

Purchases of small equipment and supplies less than \$2,500 per item are only allowable if permitted by the fund being charged. Original paper receipts or printed electronic receipts must be submitted. In general, these purchases should be handled with the University Procurement Card (PCard).

G4.5.4. **On-Campus Parking**

Under the regular provisions of the University parking regulations, the owner of a vehicle must pay the appropriate charge for parking privileges. However, in cases where employees are required to regularly use their personal vehicle in the execution of their regular duties, arrangements may be made for parking to be charged to a fund administered by the University.

Where these arrangements result in the issue of ongoing permits, or of temporary permits extending over 30 days in any 12-month period, prior written approval is required from the Dean or Director of the unit concerned and the Controller. A written authorization request must be sent to the Controller's office clearly stating the

business reasons for the use of the employee's vehicle and the requirement for on-campus parking. Where the above is used partially for personal purposes, the value of the personal benefit must be reported as a taxable benefit.

If the issue of a permit relates to periods of less than 30 days in any 12-month period, the charge to a University fund may be authorized by the regular signing authority for that fund. This authorization must specify the name of the person / company to whom the parking privileges were granted, and contain a brief description of the justifying circumstances.

G4.5.5. Personal Expenses

Whenever possible, such costs should not be included in receipts supporting University costs. In cases where they are included, they must be clearly shown as reductions on the Expense Report.

Personal expenses include costs which are not a necessary consequence of travel on behalf of the University, such as avoidable stopovers, trip extensions, service charges related to late payment of credit card, and parking and traffic fines. Segregation of personal costs for a global trip expense (such as car rental or gas receipts) should be calculated on a prorated basis.

G4.5.6. Relocation Expenses

For any moving and travel costs relating to relocation, please refer to the Relocation Policy (<http://www.mcgill.ca/apo/new-tsas-guide/working-canada-moving-montreal>) for tenure-track faculty, and the Relocation Allowance for Senior Administrative Positions (<http://www.mcgill.ca/hr/labour-relations/personnel-policies-and-procedures/relocation-allowance-senior-administrative-positi>).

G4.5.7. Purchase of Alcohol for Campus Events

Liquor must be served and sold in accordance with the McGill Alcoholic Beverages Policy. Alcoholic beverages for campus events must be purchased from the Alcohol Permits Administration Office, and therefore may not be claimed on an Expense Report. For detailed guidelines, please refer to Alcohol Permits Administration (<http://www.mcgill.ca/eventsbookings/alcohol/>).

G5. SALES TAXES

Any GST and QST included on the receipts being submitted must be isolated in order to claim the appropriate rebate or credit from the Government, which will be immediately credited to the FOAPAL charged for the expense. The automatic calculation of GST and QST by the system is based on where the good or service was consumed. It is therefore critical to accurately identify the location (Quebec, outside Quebec, outside Canada) when processing receipts.

G5.1.1. Taxes on Air Travel

The calculation of sales tax for air travel is more complex, although our rule of thumb is:

- GST is charged on flights originating in Canada with a North American destination
- QST is charged on flights originating in Quebec with a Canadian destination

GST and QST amounts must be obtained directly from the ticket and entered into the system. Here is a breakdown of ticket codes so that the GST (code XG) and QST (code XQ) may be deciphered.

XG = GST
XQ = QST
CA = Canadian airport tax
XT, XF, XU, XY, XA = others

Only GST and QST taxes may be isolated on expense reimbursements for rebate purposes.

G6. PAYMENT METHOD AND CURRENCY

G6.1.1. **University Academic Staff and Administrative and Support Staff**

All advances and reimbursements will be made by direct deposit. The claimant is notified of the refund amount by e-mail on the day of the approval by the Travel Desk.

University academic staff and administrative and support staff will be reimbursed by direct deposit in the equivalent Canadian funds for the actual expenses incurred. All expenses must be itemized on the Expense Reimbursement in the currency that was used for the actual expenditure and the system will calculate the equivalent Canadian dollars.

The claimant's actual cost of obtaining foreign funds should be used to determine the exchange rate(s) used. It is recommended to provide proof of currency exchange with the expense report, such as credit card statement. Historical exchange rates for US \$, British pounds and Euro can also be accessed at: Bank of Canada – Exchange Rates (<http://www.bankofcanada.ca/rates/exchange/10-year-converter/>). By default, the system carries a current exchange rate that is updated daily.

G6.1.2. **Foreign visitors**

Foreign visitors may be reimbursed in currencies other than Canadian on the Expense Report. A cheque or wire transfer in the appropriate currency for the total amount claimed may be requested. In all cases, the FOAPAL will be charged in equivalent Canadian dollars.

G7. AMERICAN EXPRESS CORPORATE CARD

American Express Canada Inc. provides the use of a corporate card to the University's full-time appointed academic and administrative staff members. The Corporate Card System is designed to give McGill cardholders the advantages of improved access to corporate rates, guaranteed reservations for accommodation, and the convenience of not carrying large amounts of cash, thus cutting down on the need for cash advances and certain insurance coverages.

Applications for, and information about the Corporate Card, can be obtained from Transaction Services: Corporate Card (<http://www.mcgill.ca/financialservices/policies/>).

Timely payment of the account to American Express is the responsibility of the individual cardholder. Service charges relating to late payment of credit card charges are the sole responsibility of the academic or administrative staff member and are not reimbursable by the University.

Reimbursement of Expenses Policy: <http://www.mcgill.ca/financialservices/policies/reimburse>