



POLICY NAME	TRAVEL AND OTHER EXPENSES POLICY
Revision	V5.0
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Effective Date	August 1, 2022

PURPOSE AND SCOPE

University travel and other allowable business expenses from all sources of funding must follow the Travel and Other Expenses Policy. This Policy applies to reimbursements made to employees, students, and payments made to third parties (i.e. conferences, visitors, and individuals).

For the purposes of this Policy, "employee" collectively refers to academics, researchers, and administrative staff.

Refer to the Procedures for details regarding the implementation and interpretation of this Policy.

POLICY

P1. General

P1.1

Only legitimate monetary expenses related to approved University and/or Granting Agency business shall be reimbursed or paid.

P1.2.

Effective August 1, 2022, Payments to Individuals that were previously processed on a Payment Request must be processed via an Expense Report.

Payments to Individuals refers to: guest lecturer fees ([non-Canadian/did not travel](#)), participant fees, living allowances, awards/prizes, and prescribed prizes. For these payments, the notion of Claimant is not applicable.

P1.3.

The **Claimant** (person who has incurred expenses on behalf of the University) and the **Fund Financial Manager** (employee responsible and accountable for a McGill fund/grant) 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 policies, 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)

P1.4.

Individuals should neither gain nor lose personal funds as a result of conducting University business.

P1.5.

With respect to reimbursements, these same expenses cannot be used for any other reimbursement against other University funds or for any claim to another organization.

P1.6.

Any violation of this Policy may result in sanctions, up to and including termination of employment.

P1.7.

Expense reports which do not conform to the Policy and [Procedures](#) will be returned to the Requestor for adjustment and completion.

P1.8.

Where applicable, Granting Agency guidelines supersede the University Policy.

P1.9.

Donations are not an eligible expense to be reimbursed.

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](#). 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

In the event that an amount is to be returned to the University, payment can be submitted via Interac e-Transfer to Traveldeskhelp.acct@mcgill.ca or via a personal cheque made payable to McGill University.

P2.5

No additional advances or reimbursements of any kind will be made if the settlement of a prior advance is overdue.

P2.6

Advances are considered overdue 30 days after the expected return date indicated on the advance request. To clear or reconcile an advance, an expense report must be submitted.

P3. Expense Reports

P3.1.

Reimbursement for University and/or Granting Agency business related expenses must be claimed via an expense report submitted through the **Minerva Advances and Expense Report Menu**.

P3.2.

All expenses related to a single trip must be reported on one comprehensive expense report. The expense report must include all costs paid directly by the University, the Claimant, or any other party.

P3.3.

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.

P3.4.

In the event that reimbursements for expenditures are subsequently received from other organizations, the Claimant must refund the University for the said expenses.

P3.5.

Expense reports related to travel, trips (including field trips) and conferences must be submitted no later than 30 days following the return date.

P3.6.

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.

P3.7.

In line with Canada Revenue Agency income tax refunds reimbursements (net of accountable advances) or amounts owing to the University less than \$2 will not be paid nor requested to be returned by the Claimant.

P3.8.

Expense Reports pertaining to Payments to Individuals (previously paid via Payment Request) must be created in the **Minerva Advances and Expense Report Menu** (effective August 1, 2022).

P4. Approvals and Responsibilities

P4.1.

All advances and expense reports pertaining to reimbursements must be acknowledged/signed by the Claimant and signed/approved by the Fund Financial Manager(s)/Delegates (FFM/Delegate) of each FOAPAL charged even when the resulting charge (expenses less advances) is zero.

P4.2.

For Payments to Individuals (previously processed through a Payment Request prior to August 1, 2022), the expense report must only be signed/approved by the FFM/Delegate of each FOAPAL. The claimant signature is not applicable.

P4.3.

In the case where the Claimant is the Fund Financial Manager, or has a personal relationship with the Fund Financial Manager (i.e. spouse, sibling, children), their immediate supervisor must sign/approve the advance/expense report request.

P4.4.

The delegation of approval in certain circumstances is permitted. Refer to the [Delegation of Signing Authority Regulation](#).

P4.5.

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

P5. Subsequent Audit and Adjustment

P5.1

Approval and payment of an expense report does not constitute final acceptance. All expense reports are subject to subsequent review 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

Refer to the [Procedures for Travel and Other Expenses](#) (available in the Travel section of this website).