

STUDENT EXPENSE REPORT CHECKLIST (updated Jun 2018)

PLEASE READ BEFORE YOU TRAVEL:

☐	REQUIREMENT	EXPLANATION	EXAMPLE/COMMENTS
☐	One comprehensive expense report per trip	Each trip must have its own separate claim. Travel expenses must be submitted within 30 days following the return date from the trip. NON- TRAVEL related expense claims must be submitted 60 days following the date of the expense.	If a travel component is missing (e.g. hotel, airfare, etc.), an explanation is required (e.g. hotel was paid by the conference organizers).
☐	Claimant's affiliation to the grantee	To show how the claimant is linked to the research.	Examples of affiliation: <ul style="list-style-type: none"> • Graduate Student / Research Staff (ie: PhD or MSc with Professor ____) • Collaborator / Visiting Researcher • Guest Speaker /Project Manager
☐	Purpose of trip	Provide reason(s) why trip was necessary for the research. Spell out all acronyms.	<i>I am a PhD student supervised by Professor _____. I attended a workshop/ conference _____ held in _____ on _____ which discussed _____ which is relevant to Professor's _____ research on _____. While there I presented my poster on _____. I travelled to the workshop with fellow McGill student _____ who rented and paid for a van to transport the equipment for the testing _____. Accommodations were paid for by Professor _____ the hotel provided breakfasts and one lunch was included in the conference fee on _____.</i>
☐	Printed copy of Conference program/prospectus and Meeting Agenda/proof of collaboration.	To demonstrate how the conference/meeting: <ul style="list-style-type: none"> • Is related to the research • That the travel dates align with the conference date • Were meals included - Ensure meals are not double counted • Submit nametag as proof of attendance. 	For a conference program/prospectus , a few pages is acceptable, preferably the ones where the claimant is presenting (if applicable). The prospectus must include the conference name, location and dates of the conference and workshops/schedule . For a meeting, an agenda or email communication is acceptable. For a talk, a poster is acceptable. For collaboration, proof of collaboration is required.
☐	Per Diem	Meals that were not covered by the conference/workshop registration fee are allowed, therefore a per diem is allowed (breakfast, lunch and dinner). Per diem is not allowed if food was provided by the conference. In instances in which the traveler chooses not to participate in the meals provided by the conference, Per Diem cannot be claimed.	Per diem rates in Canada: \$10 CAD for breakfast \$16 CAD for lunch \$28 CAD for supper Per diem rates for outside Canada: \$12 CAD for breakfast \$21 CAD for lunch \$37 CAD for supper Please ensure to choose the appropriate rate depending on your physical location for that meal, especially on travel days.

	Meal receipts	Detailed receipts and proof of payment are required. For meal (and hospitality) reimbursement, the original meal receipt that outlines the actual items consumed is to accompany the claim. . The Tri-Agency is looking to ensure NO alcohol was purchased The debit/credit card receipt is not valid	If included in your receipt, Alcohol is NOT permitted and must be deducted from the receipt. Enter the invoice total amount and include the corresponding alcohol expense portion as a “ Non-McGill Expense ” on the Request for Expense Reimbursement Claim
<input type="checkbox"/>	Alcohol	Alcohol is NOT a permitted expense on research funds.	Include the alcohol as a “Non-McGill Expense” on the Request for Expense Reimbursement Claim.
<input type="checkbox"/>	Hotel Receipts	Detailed invoice and proof of payment are required. If meals are included in your hotel invoice, a detailed receipt for the meal is required as above.	If the hotel was booked online with a company like, Expedia or HotWire, the booking confirmation with the credit card statement is mandatory if proof of payment is not indicated.
<input type="checkbox"/>	Airfare	Detailed itinerary and receipt and proof of payment are required. Economy fare only.	Where airfare includes avoidable stopovers or extended travel, a QUOTE for direct airfare , must be obtained at the same time of the actual purchase, to justify that there are no additional costs associated with the alternate travel plans.
<input type="checkbox"/>	Boarding passes	Always preferred. Mandatory if there is not enough evidence to place the person in the city.	Boarding pass is no longer required when other evidence exists to prove the trip occurred (e.g. one of the following is attached – hotel invoice, taxi chit, meal receipts).
<input type="checkbox"/>	Computers/Tablets/ Modems/Emerging Technology/Other Hardware and/or Specialized Software	Acceptable if required for research and if not normally provided by the institution. Requires an adequate justification.	The grantee must be able to explain how the expenditure is a direct cost of research and why it is needed for the conduct of the funded research project.
<input type="checkbox"/>	Supplies	Verify the Tri-Agency Financial Administration Guide for eligibility.	Full description of what the supplies are for/who they are for in relation to the research
<input type="checkbox"/>	Original currency on invoice/receipt	Ensure that both the transaction amount as well as the currency indicated in the expense report, matches the total amount and currency , as appears, on the paid receipt.	Invoice in Euros – enter item in Minerva in Euros Conversion to CDN will be indicated ensure CDN value matches bank or credit card statement if available
<input type="checkbox"/>	Credit card statements	When credit card statements are attached, the amount reimbursed to the claimant must match that of the statement.	
<input type="checkbox"/>	Original Receipts	Photocopies & Credit card chits are not permitted . Tri-Agency requires that details of daily claims for expenditures have the supporting documentation and there is a justification for the expenses.	Scanned photocopies are not acceptable

More information on Policies –Procedures and “How To’s” can be found on the McGill website <http://www.mcgill.ca/financialservices/travel>