



When you sign-off on an expense report, you are **certifying** that it complies with University policy and/or Granting Agency Guidelines. **Effective November 15<sup>th</sup>, 2015**, the Central Travel Desk, will no longer perform a  **cursory** review of the Request before releasing payment.

**Before sending the hard copy of an Expense Reimbursement Request to the Travel Desk for processing, ensure the following criteria have been met:**

- If the Claimant is not the Principal Investigator (PI), their Affiliation with the PI's research group is specified (e.g. Post Doc, Grad Student, Research fellow etc.).
- Transaction amounts on the electronic Request in Minerva match the printed and signed hard copy.
- No overdue advances exist for the Responsible McGill ID - this does not include Third Party Prepayments submitted on behalf of other Claimants.
- For all reimbursements to McGill regarding advances, please attach the cheque to the first page of the expense report.
- Request has been electronically approved in Minerva (status shows as "TQ").
- Boarding passes are attached to the Request if there is no proof of travel to the destination city (reimbursement for accommodation, meals etc. are not being claimed).
- Requests for Third Party Payments include the complete mailing address or complete banking details for wire transfer payments. If a student is the claimant, the FST must verify that the student is set up for direct deposit in Minerva or that their address is updated to include their Montreal location. For Visitor's Claimant Form, please ensure the type of currency and amount is indicated.
- Request bears the FST "stamp" and is signed by the FST.
- Claimant has signed the Request.
  - If paying an invoice (Third Party Payment) OR if the Visitor Claimant Signature form is attached, this may be left blank
- Appropriate Approvers have signed the Request.
  - If the Fund Financial Manager (FFM)/PI is the Claimant (or is the recipient of a claimed expense item), their direct superior 'One-Up' has signed the Request.
  - If a delegate signed the Request, the delegate record is valid for the date signed.
  - For Requests charged to Tri-Agency grants (NSERC, CIHR, SSHRC, CRC):
    - If payable to a student, the PI has signed (delegation is not permitted).
    - If payable to a visiting researcher, the PI has signed (delegation is not permitted) AND it is countersigned by the Dean or Chair.

**NOTE:** Electronic/digital signatures and/or email approvals are NOT acceptable in lieu of signatures.