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MEMORANDUM

Date: November 7, 2017

TO: McGill Researchers, Academic Leadership, and Administrative Staff

FROM: Yves Beauchamp, VP Administration and Finance
 Martha Crago, VP Research and Innovation

RE: Tri-Agency - Summary of Changes

Dear Colleagues,

An important change relating to supporting evidence for travel claims was recently announced in the recent [Summary of Changes – 2017 Tri-Agency Financial Administration Guide](#).

The Tri-Agency modified the section on travel claims in such that **original** receipts are no longer required – effective October 1, 2017.

Please be advised that in order to abide by best business practices and at the recommendation of our auditors, the existing [University Reimbursement of Travel and Other Expenses Policy](#) and the [Procedures for Travel and Other Reimbursable Expenses](#) remain in effect as it relates to submission of **original receipts** for all research grants and contracts. The University Policy exceptionally supersedes the granting agency's policy.

Please contact Elvie Coletta (elvie.coletta@mcgill.ca), Director, Research Financial Management Services or Stella Sotocinal (stella.sotocinal@mcgill.ca), Compliance Supervisor, for any questions.