Travel Claim Checklist

1. Out of pocket expenses comply with the University policies and procedures.
2. Expenses have been incurred while travelling on University business and the most economical travel arrangements have been made, consistent with the trip purpose.
3. The traveller had authority to incur travel expenses through budget authority or authorization from appropriate supervisor.
4. Expenses are reasonable, for example:
    - Airfare - lowest economy class. A higher than the lowest economy class must be approved by the Dean or Vice President for each occurrence with detailed justification attached.
5. Clear statement of the purpose, destination, duration and special notes are included on the travel claim.
6. Tri-Council form is completed, authorized and attached to the claim.
7. Clearly detailed expenses supported by the dated receipts required by the University's policies and procedures.
8. Number each expense on travel claim form then number each receipt accordingly and attach receipts in sequential order to the travel claim.
9. Accommodation – itemized hotel invoice to be provided as credit card slips alone do no provide sufficient detail. If there are charges other than accommodation such as parking, internet, meals etc. included on a hotel statement; they must be coded to the applicable expense category such as surface transportation (parking), travel incidentals, meals etc. Mini-bar (alcohol) and movie rentals are non-eligible expenses.
10. Original, itemized and dated receipts are required to substantiate each expense claimed.
    - Examples:
        - Meals - credit card slip and itemizied receipts are required
        - Meals at a Hotel restaurant - itemized receipt and hotel bill required
        - PayPal - PayPal receipt showing payment and / or exchange rate as well as vendor invoice required.
11. Alcohol cannot be claimed under Meals only under certain Hospitality categories. Please refer to the Hospitality Policy for clarification. Alcohol is not allowed using coding for Tri-Council grants.
12. Meal per diems are allowed for travel on or after January 1, 2017. Claimants can choose to use per diems (no receipts required) or provide detailed itemized receipts; credit card slips alone do not provide sufficient detail:

	In Canada	USA or International	USA or International
Breakfast	$10.00 CAD	$12.00 CAD	$10.00 USD
Lunch	$15.00 CAD	$17.00 CAD	$15.00 USD
Dinner	$35.00 CAD	$41.00 CAD	$35.00 USD
Total Daily Allowance	$60.00 CAD	$70.00 CAD	$60.00 USD

Any meals provided at the conference or event, or from another source must be deducted from the per diems claimed.

13. Expenses with the same coding and location tax should be grouped together on the travel claim form. The grouping total must be substantiated with a calculator tape or spreadsheet. For extended trips a Meal Log is available in Excel format to summarize meals. The form is located on the [Travel and Expense Claims](#) [1] page. Examples:

    - Meals within same location tax - receipt number 1 to 12 show calculation
    - Surface Transportation same location tax - receipt number 13 to 18 show calculation
14. Exchange rate provided from OANDA website, copy of credit card statement, receipt from the currency exchange service or bank to be submitted with the travel claim.
15. Map (and mileage log, if applicable) to be provided when claiming mileage expense(s) (example from - to location, date and mileage driven).
16. Travel claim is signed by the claimant and authorized by one administrative level higher than the traveller and it

adheres to the Travel Policy and Procedures.
17. Out of pocket expenses under $50.00 to be reimbursed through Petty Cash.
18. When the amount claimed is lower than the receipt amount, include an explanation and calculation.
19. When claiming Airfare, verify location tax code under the Location Tax Help within the Travel Claim form.
20. Key Steps: Save and Validate/Submit. Once you have completed the form, hit Save and then Validate/Submit. View the PDF version. If the claim looks OK, then print the PDF. If you Save as the last step it will undo the Validation/Submit function and Payment Services cannot receive the form.

Source URL: https://www.uoguelph.ca/finance/forms/procurement-payables-forms/payment-forms/travel-expense-claims-forms/travel-claim-checklist

Links
[1] https://www.uoguelph.ca/finance/departments-services/treasury-operations/travel-expense-claims