

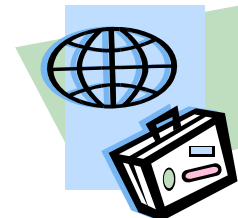
How to Prepare a Travel Claim

RECEIPTS:

- **COMPILE** all travel related receipts and be sure to include boarding passes and ticket stubs as well as evidence of the conferences you attended.
- **CONVERT** all expense amounts into Canadian dollars (\$CAD) – see link below. Include the credit card statement for actual exchange rates charged if you wish a more exact amount.
- **ONLINE RECEIPTS** are sufficient for purchases made online
- **MULTIPLE RECEIPTS** for the same expense type should be grouped together under one. FOR EXAMPLE: if you have multiple gas receipts or multiple nights at different hotels, then add them together and submit as one expense. (Separate items with GST from items without GST).
- **RECEIPTS WITH MULTIPLE EXPENSE** types must be separated. FOR EXAMPLE: a phone charge on a hotel accommodation receipt would be subtracted from the accommodation total and entered under the expense type Telephone/Faxes.
 - **FOR ROOM SERVICE** The detailed receipt from room service needs to be submitted, minus any alcohol charges, and this is listed as *Meals Received*
- **LOST RECEIPTS:** If you have lost a receipt then you will need to fill out a Lost Receipt Declaration Form (link below). * Requires one-over-one signature*
- **GST:** Expenses with GST need to be separated from expenses without GST. Out of country receipts are considered NO GST items.
- **FOR CANADIAN RECEIPTS:** enter the amount of GST from the receipt EXCEPT for Ground Transportation, Hosting and Meals Received as the form will automatically calculate the correct amount of GST allowable.


EXPENSES:

- **Gasoline Purchases/Kilometres** If mileage is claimed, no gas purchases are allowed. To calculate kilometers, enter the total number of kilometers traveled into the KM/Days box and multiply by \$0.46 per kilometer, enter the total into the adjacent *Amount Spent* box.
 - ****Mileage can only be claimed for travel within Alberta. If choosing to travel outside of Alberta with your personal vehicle, you will need to obtain pre-authorization on the amount claimable with the Department Administrator as per the University's expense claim policy.**
- **Ground Transportation** Taxis and public transportation to and from airports etc. require receipts for trips over \$25. Buses, shuttles, trains and toll fees can be claimed with a receipt as Ground Transportation.
- **Hosting*** Requires detailed receipts with itemized amounts and details of persons hosted (names, purpose).
 - Hosting is only permitted when:
 - You are hosting someone external to the University
 - The claim is signed by the Chair or Dean



- Per Diem/Meals Received**
 You can claim a Per Diem:
 - \$45 CAD/day for travel in Canada (\$10 breakfast/\$10 lunch/\$25 Supper)
 - \$45 USD/day for travel in the USA (with current Canadian conversion, see link below for currency converter)
 - \$66 CAD/day for international travel
 - Alternately you may claim the actual costs of your meals, and include the detailed receipt(s)
 - You can also do a combination of Meals Received for some meals with Per Diem for others if you wish, but you can't claim both for the same meals.
- Registration Courses Training** Enter Conference registration fees under this heading.
- Other** If you cannot find an item you are claiming for travel on the drop down menu, such as Immigration, then put the expense type and account code in the Description box on the form. Example: Immigration 503242.

COMPLETING THE TRAVEL AND HOSTING FORM:



TRAVEL AND HOSTING EXPENSE REIMBURSEMENT
ONLY TO BE USED FOR TRAVEL RELATED EXPENSES

Page 1 of 1

Name _____ Person ID _____ Total Due Employee: \$ **0.00**
 Address _____ City _____ Province _____ Postal Code _____
 Business Purpose _____ **1** Research Related? YES NO **2**
 Project ID _____ Supporting Details _____
 Claimants affiliation with project: _____
 Apply Cash Advance (Amount): _____ Apply P.E.A. (Amount): _____

SpeedCode or Chartfields	Expense Date	Expense Type	KM/Days	Amount Spent	No GST	% GST	GST Amount	Description	No Rcpt
3		SELECT TYPE			<input type="checkbox"/>				<input type="checkbox"/>
		SELECT TYPE			<input type="checkbox"/>				<input type="checkbox"/>
		SELECT TYPE			<input type="checkbox"/>				<input type="checkbox"/>

Sub Total

\$ 0.00

GST Amount

\$ 0.00

P.E.A. & Cash Advance

\$ 0.00

Total Due Employee

\$ 0.00

SIGNATURES
 The information above is in an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is attached. For research project/trust accounts, these expenditures are in support of the research project and in compliance with the sponsor spending guidelines and donor terms.

	Printed Name	Signature	Date
Claimant			
One Over One Authorization			
Internal Control Approval			
Financial Authority (if applicable)			
Principal Investigator (if applicable)			

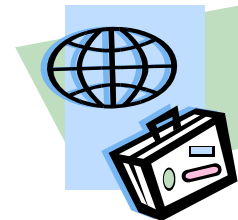
Print Form

Save Form

Clear Form

Personal Information Fill in your name, 7 digit University of Alberta "Person ID" (identification number) and address.

- Business Purpose** Choose the appropriate type of travel from the drop down menu, i.e. Conference -General.



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Travel is Research or Trust Funded - click on this box for all travel except department funded travel. Once you have clicked on the box three fields become available

- Project ID
- Claimants affiliation with project
- Details box

We have added a signature line for the Principle Investigator. We have changed the authorization statement to match what is in PeopleSoft which is a combined research and non-research statement.

Apply Cash Advance - click on this box and enter the amount of your Travel Advance only if you already have a department approved travel advance.

Note If your trip is canceled this amount must be repaid to the Departmental Operating Accounting

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Speedcode Enter the speedcode to which the item will be charged. (If you don't know, let your advisor fill it in.)

Expense Date Enter the date that is on your receipt. For multiple receipts, enter the last travel date.

Expense Type Choose the appropriate expense type from the drop down menu.

KM/Days Enter the distance you traveled or the number of days for per diem.

Amt Spent Enter the **total** amount from the receipt in Canadian funds and include GST if applicable.

%GST Will be automatically filled in.

NO GST Click on the box if the item did not have GST.

GST Amount Enter the amount of GST from the receipt except for Ground Transportation, Hosting and Meals Received (it will automatically be calculated on the form at 4%).

Description Enter only for these expense types:

Accommodation - enter the number of nights spent in the hotel

Hosting - give details of persons hosted

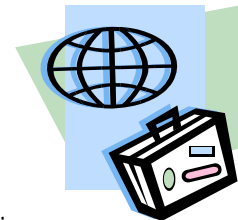
KM - give destination, i.e. Edmonton to airport

Or if you chose *Other* under expense type, then specify account code here.

No Rcpt Check box if you've lost your receipt and a pop up window will remind you to fill out a Lost Receipt Declaration form. An "Open Lost Receipt" button will appear below allowing you to open the form from here.

Add Another Line if you have more expenses to add to your claim. Remember to add all receipts of one expense type together (group receipts with GST together and group receipts without GST together).

Subtotal/Total Due Employee - The subtotal will only be different from the total due employee if there was a PEA or cash advance applied.



Signatures: Enter your name and be sure to sign the printed document.

One Over One - Students, please get your supervisor to sign before bringing your claim in. For Academics, the Chair is your one-over-one and will sign after your claim is submitted.

Questions:

If you have any questions regarding your Travel Expense claims please contact Tara Checknita at 780-492-7604 or tara.checknita@ualberta.ca

SUBMIT THE FORMS:

Please submit the signed Travel Expense Reimbursement and Attestation Forms (if applicable) with receipts to: Tara Checknita or Suzanne Roy

LINKS:

- [Attestation Form](#) – For all Research funded travel!
- [Lost Receipt Declaration Form](#)
- [Travel Expense Reimbursement Form](#)
- Currency Converter <http://www.oanda.com/convert/classic>