

## Reimbursement Checklist

- ✓ Does your expense report include travel? Provide purpose of the trip
- ✓ Did you fly or take a train? Include original boarding passes. For electronic boarding passes, print them from your email or mobile device to include in your expense report
- ✓ Expenses incurred in currencies other than CAD? Include supporting documentation for the exchange rate used
- ✓ Foreign currency reimbursement by Wire Transfer? Provide relevant banking details
- ✓ Claiming per diem kilometers for use of a personal vehicle? Include Google Maps printout (or other) showing starting point, destination and total KMs
- ✓ Claiming meals? Include **detailed bill** of the meal & receipt showing tip/total paid.
- ✓ Meals include other individuals? Provide list of individuals in attendance & purpose of meal
- ✓ Attended a conference? Provide conference program showing name of the conference, inclusive dates and location
- ✓ Attach original receipts to your printed expense report to support all claims
- ✓ Expense report must be approved by your Supervisor and/or Department Chair, Faculty Budget Office or other as required
- ✓ Send complete & approved expense report to Accounts Payable at GM730