



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

Send complete expense report to CUPEU
(2130 BISHOP ST., MONTREAL, H3G 1M8)