



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:
VP Special Projects (LOY-PC2.413)
or
CUPEU Office (MI-202, 2130 Bishop St., Montreal, H3G 1M8)