

Faculty of Engineering and Applied Science Travel Claim Checklist

This checklist **MUST** be attached and completed in full for all **FACULTY AND STAFF** travel claims. **Travel claims with incomplete checklists will not be accepted and will be returned to the claimant.**

Checklist items below are explained in detail in the **Travel Information Sheet** in the sections indicated. If you have any inquires please contact the Faculty's Grants and Contracts Office or the Faculty's Finance Office, whichever is applicable, for the source of funds you are travelling on.

- | | | | |
|------------------------------|-----------------------------|------------------------------|--|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | | Did you previously submit a travel request form and receive approval for your travel?
(SECTION 2) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | | Did you claim travel expenses for one day of travel prior to and after university business?
(SECTION 1 C) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Did you provide a copy of the event brochure/schedule that indicates the dates of the event?
(SECTION 3 A) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | For travel by air, did you attach your flight itinerary showing proof of payment, baggage fee receipts and proof of travel?
(SECTION 3 B) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | For travel by personal vehicle, did you claim mileage? The km rate is available in the Schedule of Reimbursable Expenses .
(SECTION 3 C) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Did you include receipts for your accommodation (e.g. Hotel, Airbnb)?
(SECTION 3 D) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Did you include receipts for ground transportation (e.g. taxi, Uber, bus)?
(SECTION 3 E) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | If you interrupted or extended your travel for personal business, did you include a quote for the expenses related to the University business portion?
(SECTION 3 F) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Did you claim per diem rates for meals not included in the conference or registration fees, as per the Schedule of Reimbursable Expenses ?
(SECTION 3 G) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Did you include receipts, including gas receipts, for the use of a rental vehicle?
(SECTION 3 H) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Did you convert all applicable expenses to Canadian Dollars?
(SECTION 3 I) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | | Did you obtain all required signatures for the Travel Claim Form?
(SECTION 3 J) |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | Have you included an affidavit for purchases with missing receipts? |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | | Did you provide a FOAPAL (Fund/Organization/Account/Program) to which the travel will be charged? |

Additional Information

Name: _____

Department: _____

Travel Information Sheet

This information sheet is a synopsis of the MUN Travel Policy regarding **FACULTY AND STAFF** travel for university business. To view the policy in full, please click [here](#).

SECTION 1: General Principles

- A. The cost of travel will only be reimbursed for the most economical travel option that is available and practical. The shortest direct route must normally be chosen.

If you choose not to travel by the most economical and practical mode, the cost of travel, not mileage, will be reimbursed based on a direct routing to the destination. The total cost of travel cannot exceed the cost of the most economical travel option as confirmed by appropriate documentation.

- B. Original receipts are required for all travel expenses and must be submitted for reimbursement.
- C. MUN travel guidelines allow for one day travel prior to and after university business. Travel expenses will only be reimbursed for these travel days.
- D. Only travel related to university business will be reimbursed.

SECTION 2: Travel Requests

- A. Travel requests are required to be submitted at least ten (10) days in advance of any University-related travel. If you intend on renting a vehicle during your travel, you must seek prior approval. Please attach justification to your travel request as to why you need a rental (is it the most economical means of transportation?)
- B. If travel is on a research grant, it must be an eligible expenditure and justification must be provided to explain how this travel relates to the research grant.
- C. The cost of travel is only reimbursed once a Travel Request Form has been submitted and approved. Any travel booked prior to approval may not be reimbursed.

SECTION 3: Travel Claims

Once you return from your travel, a Travel Claim Form must be completed. Please read the below points to ensure you are correctly claiming all appropriate expenses and including all required supplementary documentation.

- A. **Event Brochure/Schedule** Include a copy of the conference brochure/schedule which indicates the dates of the event. The schedule provides information on the events and whether or not meals were provided.

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- B. Travel by Air** Please submit with your travel claim your flight itinerary to demonstrate proof of payment and baggage fee receipts (fee for one (1) piece of luggage, each way, will be reimbursed). Acceptable documentation to support proof of travel must also be submitted which includes at least one of the following:
- a hotel invoice at the travel destination, or
 - taxi/transit receipts to/from the airport destination, or
 - a record of conference attendance
- C. Travel by Personal Vehicle** Actual mileage will be reimbursed, as per the [MUN mileage reimbursement rate](#) for travel by personal vehicle. You can use google maps for the distance to and from destinations or visit <http://www.stats.gov.nl.ca/DataTools/RoadDB/Distance/>. Print a copy of the map to attach to the claim.
- D. Accommodations**
- Accommodation expenses will be reimbursed to a maximum period beginning with the night before the date on which the University related business begins up to and including the night of the date on which the University related business concludes. Accommodation charges related to additional occupancy of a room will not be reimbursed.
 - Receipts for accommodations (e.g. Hotel, Airbnb) must be submitted with your travel claim. If you shared the cost of an accommodation with others, please list their names on the Travel Claim. Meals should be excluded from accommodation receipts. If you stayed at private accommodation, you can claim \$25 per night.
- E. Ground Transportation** When claiming expenses for ground transportation (i.e. taxi, Uber, train, bus), please include all receipts and indicate where the travel originated and ended (e.g. home to airport; airport to hotel). **Please exclude tips.** Incidentals can be used to cover tips. Only ground transportation directly related to university business will be reimbursed.
- F. Personal Travel** If you interrupt or extend your travel to accommodate non-University business, a quote for the expenses related to the University business portion must be provided. For example, if your airline ticket includes travel that is not a direct route to/from your conference, you will have to provide a comparable flight quote from the same airline based on a 14 day advance booking for dates that would bring you directly to/from your work-related location. Please note that MUN travel guidelines allow for one day travel prior to and after university business. Travel expenses will only be reimbursed for these travel days.

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- G. Per diem Rates** Expenses for meals not included in conference or other registration fees can be claimed as per the per diem rates outlined in the [Schedule of Reimbursable Expenses](#). An extra \$5 per day for incidentals can be included if you travelled in excess of two consecutive nights. Per diems should be listed on a daily basis on the per diem form. Per diems outside of Canada are reimbursed at the US\$ rate.
- H. Vehicle Rentals** Renting a vehicle may be authorized by a Department Head/Dean only when it is the most economical means of transportation or when it is justifiable under special circumstances.
- You are responsible for providing justification to a Department Head/Dean prior to a vehicle rental. All requests must include written justification and attached to the travel request as to why a rental vehicle is necessary. Expenses will only be reimbursed for those requests that have been approved by the applicable Department Head/Dean.
 - When renting vehicle on University business, **DO NOT** purchase the collision damage waiver option or the personal accident insurance as the University will not reimburse these.
 - Any additional costs associated with a car rental (e.g. upgrades, GPS, etc.) will not be reimbursed. Expense for an additional driver may be reimbursed based on written justification.
- I. International Travel**
- All claims must be converted to Canadian dollars.
 - If you made a purchase with a credit card, you can submit the original receipt plus a copy of the transaction on your credit card/ bank statement showing the exchange rate. If you choose not to include a copy of your credit card/bank statement, you must use the Bank of Canada Exchange rate for the date of purchase. **Please include a print-out of the Bank of Canada's Exchange Rate in the currency you used for your travel dates.** You may use an average of the dates during your travel, or the exact date of the purchase.
- J. Required Signatures** Please sign your travel claim before you submit for processing (sign as "Claimant"). An "Administrative Signature" from Grants and Contracts or Finance Office is also required before forwarding to Finance and Administrative Services.