

How to Submit an Electronic Travel Claim

Please follow the steps outlined below when submitting your electronic travel claim to ensure the audit and processing time is smooth and expedited.

1. The email sent to travel@mun.ca should have a subject line as follows: Travel Advance – John Smith (operating) OR Travel Claim – Jane Doe (research) OR PDTER – John Smith or Travel Claim - STUDENT.
2. Only send one claim per email.
3. Never send a duplicate claim. Reply to the email previously sent with any additional comments.
4. All attachments must be sent in PDF version – no pictures, excel, word or email is accepted. You can make a PDF from any electronic source document by using “Print to PDF” functionality. Please check the print preview to ensure it is converted correctly and legible.
5. **Send one combined PDF document and order documents as follows:**
 - a. **Travel advance or travel claim is first page**
 - b. **Travel request form with approvals**
 - c. **All receipts sorted in order as they appear on claim**
6. All documents must be clear. These are Memorial University’s official documents for audit purposes.
7. Please include details on any related travel advance. Travel claims with a previous travel advance – the total of expenses has to be allocated to the FOAPAL (not just the new expenses above the amount on the advance).
8. Make sure the FOAPAL is listed on the claim as well as the advance. The advance should have all the approvals and FOAPAL listed as this is a preapproval for the travel.
9. Where the travel claim exceeds the amount approved on the travel request by 10% or more, please submit specific approval for the amount over the original request (research must be approved by PI and operating approved by unit head).
10. File should be named as follows: Smith, John – TA for Travel Advances; Smith, John – TC for Travel Claims; Smith, John – PDTER.
11. Approvals should be provided using Adobe Certified signature.
 - a. If wet signature must be used, ensure you indicate in print who the signature represents.
 - b. Electronic copy and paste of digital signatures is not acceptable.
 - c. Typed signature is not acceptable.
 - d. Email approval can be provided (usually for PIs) – please ensure the email clearly indicates what is being approved.
12. Please note the employee/student ID on the travel request form, travel claim and travel advance.
13. For mileage and per diem claims, please provide your calculation used to get the amount claimed.
14. Tips are not an eligible expense as per policy – do not include on claim.
15. Travel quotes must be provided if travelling outside the required travel dates (**i.e. if travelling earlier than the day prior to the university related business beginning or travelling later than the day the university business concludes - that is, your travel includes personal time**) or if purchasing a fare that is outside of policy/only option available (screenshot).
16. Conference schedule/agenda must be included.
17. Anything outside policy requires a vice-president deviation.

To ensure faster attention to emails and reduce the volume of emails received by FAS travel, please don't copy travel@mun.ca on emails regarding claims and only send the final claim for submission.

(updated Nov 18, 2022)