

GENERAL INSTRUCTIONS FOR COMPLETION OF TRAVEL CLAIMS

1. When and How to Submit

- a) To be submitted within 10 working days of trip's completion to Financial Services.
- b) Claimants home address, department, faculty, position title, and bargaining unit must be completed.
- c) The "details of travel" section, noting the time of departure, time of return, conference name, etc., must be completed.
- d) Actual expenditures are to be accounted for on a daily basis. Original receipts with descriptive details must be attached as required by the Guidelines for Travel and Entertainment.
- e) Vouchers should be numbered consecutively in the order charged on the claim. Enter this number in the column titled "Document Number".
- f) Submit only original claim with original vouchers. No copies are accepted.
- g) All charges must be reflected in the appropriate columns of this claim, even if they are all grouped on one invoice. eg. The hotel bill may contain room charges, meals, phone calls, etc.
- h) Do not complete the HST column. This is for Financial Services use only.
- i) If travelling by air, you must include your airline ticket.
- j) All incomplete or incorrect travel claims will be returned to the originating department for completion or correction.

2. What is a Voucher?

- a) Vouchers are proof of disbursement of cash and must be submitted to verify cash expenses.
- b) Vouchers must be current and pertain to the claim.
- c) Vouchers must be originals. No copies are accepted.
- d) Vouchers must be on bill-head or receipt form of payee, prepared by payee, showing payee's address, date of receipt, and purpose of charge.
- e) All vouchers must contain the payee's HST Registration Number.
- f) Credit card receipts are not accepted as vouchers except in the case of gasoline and meals.
- g) A voucher must be submitted for all expenses claimed except per diems.

3. Important!!!

- a) These are only general instructions, and therefore must be read in conjunction with the official **University Guidelines for Travel and Entertainment**.
- b) Non-compliance with the Guidelines for Travel is reason to reject or adjust the travel claim as submitted.