

General guidelines on how to prepare a travel reimbursement

- Please include your **current mailing address** on the form in order to avoid sending your reimbursement to a wrong address.
- Every expense must be itemized on a day to day basis (For example, scotch tape (no staples) on a blank sheet of paper every receipt for a specific day and mark the date & and your name on top of each page. Boarding passes can be placed on a single sheet.)
- It is mandatory that you include the Program-at-a-Glance when you are submitting a travel claim.
- Do not put a lump sum amount for items that cover more than a day; i.e. Your hotel statement should be divided on a daily basis and other expenses such as Internet fees should be included in the miscellaneous expenses category. Be sure to **justify**, if applicable, how Internet fees were used/necessary
- Be sure to specify your relationship with the research project (Whether, you're an M.Sc/ Ph.D student etc.)
- Use the **latest form** available online at: <http://www.financialresources.uottawa.ca/forms/travel-reimbursement.php>
- Fill out the form **electronically**. Due to the different tax issues, it is important to use the appropriate travel claim form according to the province or country to you travelled to.
- At all times we require PI's or delegate's approval, **ORIGINAL** receipts, boarding passes, conference agenda & proper justification of expenses. If you're travelling **overseas**, providing your credit card statement will insure that you're fully reimbursed for your expenses. If you cannot provide your credit card statement, use the Bank of Canada exchange rate (<http://www.bankofcanada.ca/rates/exchange/10-year-converter/#>) as usual **and be sure to include this in your claim**.
- Should travel be abroad, or US and that there were also expenses in Canadian Dollars (Taxis, etc) two forms must be filled out and submitted together with the receipts as an entire travel claim. One for expenses in Canada, and the other for expenses abroad.

Please note: NEW REGULATION Effective January 1st 2012:

All meal receipts will have to be submitted with your claim. The maximum claimable amount is the current indicated per diem.

By following these general guidelines, Financial Services will subsequently be able to process your request in a timely fashion.

Thank you for your cooperation.