# Checklist for Submitting an Expense Report

## Deadline for Submission

Expense reports must be submitted:
- Maximum **30 days** from the return date of the trip OR
- Maximum **60 days** from the earliest non-travel related receipt being claimed

## One Comprehensive Expense Report

- All incurred **expenses**, for the trip, are included on the expense report
- All associated **advances**, for the trip, have been reconciled on the same expense report

## Allowable Expenses

- Entered expense items are ‘allowable’ expenses as per Granting Agency Guidelines and/or University Reimbursement of Expenses Policy
- All trip-related expenses were incurred within the start and end dates of the conference/travel dates

## Minerva Data Entry - Is the Following Information Included/Entered Correctly?

### Responsible McGill ID Field

- If making a Third party payment, the McGill ID of the Fund Financial Manager or Principal Investigator of one of the funds being charged is entered
- If submitting an expense report for someone else/to be finished by someone else, the McGill ID of the faculty/staff/student who needs to be reimbursed/is the responsible person is entered
- If reconciling an advance, the entered ID matches the Responsible McGill ID as indicated on the original advance request

### Start & Return Date Fields

- Dates reflecting the duration of the trip (i.e. when you left and when you returned to Montreal), including personal travel days, are entered

### Describe Purpose Field

- Where you went, for what reason, and dates of the trip/conference
- Persons or organizations visited, and the full conference name (no acronyms) if applicable
- If certain expected or associated travel expenses are not being claimed, they are identified (e.g. meals included in conference registration; flight paid by conference organizers)
- If claiming expenses on a research grant, and you are not the Principal Investigator, your affiliation with the Principal Investigator’s research group must be specified (e.g. student, research fellow etc.)
- If goods/items were purchased, clearly explain what was purchased, why, the quantity etc.

### Third Party Payments

- Last Name/Vendor Name matches the ‘payable to’ information as indicated on the invoice

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Have questions about the advances and expense report process? Contact the Travel Desk [traveldeskhelp.acct@mcgill.ca](mailto:traveldeskhelp.acct@mcgill.ca). Have questions about Minerva data entry? Contact the Finance Help Desk 514-398-3463 [fishelp.acct@mcgill.ca](mailto:fishelp.acct@mcgill.ca).

CHECKLIST for submitting an EXPENSE REPORT

☐ Full mailing address of the Third party is entered – this cannot be a McGill address

EXPENSE ITEMS - Is the following information included/entered correctly?

Receipt date
☐ Date which appears on the actual receipt is entered – not the conference or travel date

Description field
☐ For kilometer allowance, the start and destination points are entered
☐ For University-related entertainment, the name and McGill IDs for groups of less than 10 people are listed - if more than 10 people attended, the group/event name is entered
☐ For meal per diems, a breakdown by meal type and date is entered
☐ For gifts given to McGill faculty/staff/students, names and McGill IDs are entered

Transaction amount field
☐ The total amount of the receipt, including taxes, is entered

Currency
☐ The currency in which the receipt was issued is selected. If needed, the exchange rate was overridden to match the rate on a credit card statement

Deduct non-McGill expense including taxes
☐ Amounts for personal expenses, included on receipts, are entered

Taxes fields
☐ Amounts displayed in the tax fields match the receipt. If needed, the values were overridden to match the receipt - exceptions:
  - Montreal taxi receipts – leave the taxes as is
  - Airfare – if no breakdown for GST and QST is displayed on the receipt, enter 0.00

Grouping receipts
☐ Based on purchasing location, receipts for the following expense types are grouped together and entered as a single item by expense type:

<table>
<thead>
<tr>
<th>parking</th>
<th>meal per diems</th>
<th>calling cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>gas</td>
<td>postage</td>
<td>photocopy receipts</td>
</tr>
<tr>
<td>travel-related taxi</td>
<td>tolls</td>
<td></td>
</tr>
</tbody>
</table>

ONCE THE EXPENSE REPORT HAS BEEN PRINTED – general things …

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## CHECKLIST for submitting an EXPENSE REPORT

### Balance owing
- A cheque made out to *McGill University* is attached for any balance owing

### Receipts
- Original paper or printed electronic receipts are attached for all expense items
  - No receipt is required for mileage, meal per diems, tolls, parking meters, public transportation, gratuities paid in cash
  - For expenses charged to non-research grants and contracts: Alternative to original paper receipts - scanned receipts or pictures of receipts captured with smartphones are accepted for the following expense items *only*: gas, taxi, off-campus parking, meals. They must be of good quality, legible and readable.
- Receipts include proof of payment or show zero balance
- Associated expense item number, from the Minerva expense report, is written on each receipt

*Further information about receipt requirements is available in the Policy and in the Financial Services Knowledge Base*

### Supporting Documentation
- If claiming *mileage*, map/driving directions which clearly indicate distance travelled are attached
- For *conferences*, the conference prospectus/program indicating the dates of the conference and workshops is attached
- For *subject fees*, acknowledgement that the participants received payment is attached
- For *airfare*, the boarding pass is attached *if* there is no other proof the conference/trip took place (e.g. hotel invoice, taxi chit to/from airport, meal receipts, etc.)
- For *airfare*, a quotation for the itinerary purely related to University business is attached *if* the airfare includes costs which are not a necessary consequence of travel on behalf of the University.
- If needed for *proof of payment*, credit card chit or credit card statement is attached (be sure to black out the PAN except for the last 4 digits)

### Signatures
- Claimant has signed the expense report
  - If paying an invoice (Third party payment) OR if the Visitor Claimant Signature form is attached, Claimant signature may be left blank
- If the Fund Financial Manager (FFM) or Principal Investigator (PI) is the Claimant (or is the recipient of a claimed expense item), their direct superior ‘One-Up’ has signed the expense report
- Fund Financial Manager (FFM) or Principal Investigator (PI) for each fund charged (or their delegate) has signed the expense report
  - Delegates may not sign expense reports charged to Tri-Agency grants (NSERC, CIHR, SSHRC) where the Claimant is a student (including postdoctoral fellows (postdocs)) or a visitor
- If the Claimant is a Visitor, and expenses are charged to a Tri-Agency grant (NSERC, CIHR, SSHRC), the Dean/Chair has signed the expense report

Signatures must appear on the printed page containing the following information: Reference Number, Payable to, In the amount of, Attestations | Recommendation: Use Internet Explorer to print the request - this ensures that the information above and the section for signatures appears on the same page - see the last page for the sample expense report signature.

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### Additional forms

- If submitting a Third party payment to a Visitor, and they have already left the University, the Visitor Claimant Signature form is signed and attached, and the amount written on the form matches the amount claimed on the expense report.

- If making a Third party payment to a Visitor/Organization outside of North America, in another currency, ensure banking information has been provided on the Visitor Claimant Signature form or that banking information is attached.
### Request for Expense Reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference Number</th>
<th>Payable to</th>
<th>In the Amount of</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Sep-2013</td>
<td></td>
<td></td>
<td>1,250.00</td>
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#### Approvals

1. All Requests for Expense Reimbursements require the signature of the claimant and the approval of the Fund Financial Manager of each fund charged.

2. Where the claimant is the Fund Financial Manager, their immediate supervisor must approve the request.

3. For meals and entertainment, should the normal approver be listed in the names of the people being entertained, then their immediate supervisor must approve the request.

4. Approval and reimbursement of the expense does not constitute final acceptance. All transactions are subject to subsequent review and adjustment.

#### Delegation of Signing Authority

In accordance with the Reimbursement of Expenses Guidelines, delegation of approval is permitted during temporary absences of a person having normal signing authority. For details and restrictions, refer to section G4.3.

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#### Claimant

I certify that all expenses submitted are accurately stated, legitimate, appropriate, reasonable, for University purposes, and are in accordance with University policy. I certify that all expenses previously paid or payable in the future by the University or by any other party have been deducted. I agree to refund to the University any subsequent reimbursement from other organizations for the expenses submitted, or any amount disallowed further to a subsequent review or audit.

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<tr>
<th>Signature</th>
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#### Approver

I certify that all expenses are legitimate, appropriate, reasonable, for University purposes only, are in accordance with University policy, are charged to the correct FOAPAL(s), and where applicable, conform to granting agency regulations and relate to research for which the grant/contract was awarded.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Print Name</td>
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<tr>
<td>Title</td>
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<table>
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