

## CHECK LIST: TRAVEL ADVANCE / EXPENSE REIMBURSEMENT CLAIM

For the purpose of assessing the eligibility, the reasonability of the expenditures, and the relevance to the research being funded, the institution must ensure that travelers include/provide the following information:

### ❖ TRAVEL ADVANCE (Travel Advance Form)

(Faculty Staff – Travel Advance Form ; Student/External – Cheque Req'n Form)

- RTA form (research travel authorization)
- affiliation of traveler (PI, Co-Applicant, Graduate Student, or Other...)
- purpose of trip, and please indicate relevance to research project
- dates and destination (including person/location visited)
- pre- travel authorization (one-up approval by supervisor)
- official supporting documentation (i.e. letter of invitation, prospectus or program must reference the dates of conference/workshop where applicable)
- prepaid expenses where applicable (original invoices/receipts)

### ❖ TRAVEL EXPENSE REIMBURSEMENT

(Faculty/Staff – Expense ; Student/External – Cheque Req'n Form)

- RTA form (research travel authorization)
- affiliation of traveler (PI, Co-Applicant, Graduate Student, or Other...)
- purpose of trip, and please indicate relevance to research project
- dates and destination (including person/location visited)
- for pro-longed visits/travel, a daily itinerary is recommended and may be requested by audit
- official supporting documentation (i.e. letter of invitation, prospectus or program must reference the dates of conference/workshop, confirm meals provided, etc...)
- for meals provided on flights, at conferences, and/or included with accommodations, please reduce accordingly from your daily Per Diem\* claim.
- details of daily claims for expenditures
- details of any vehicles used where applicable
- original itemized receipts for hotel bills, car rental agreements, meals, etc....(this would include credit card receipt or statement for purchases made on credit, and to support exchange on foreign purchases)
- original air travel/train ticket receipts and boarding passes
- post travel authorization (one-up approval by supervisor)
- payments on behalf of Students are not encouraged nor recommended, a separate claim is required per traveller (i.e. airfare, accommodations, conference registration, etc. )

❖ **TRAVEL CARD (On-Line / IExpense)**

- original invoices/receipts
- RTA Form (research travel authorization)
- conference agenda where applicable
- boarding passes
- PI approval OR one-up approval by supervisor if card holder other than PI

❖ **LOST/MISSING RECEIPTS (Supplemental Receipt Form)**

- Details
- PI approval OR one-up approval by supervisor

***\*Use of Meal Per Diem Rates (most economical rates encouraged):***

***-Eligible for Ryerson RFA members only***

***-Non Ryerson RFA members, meal receipts are required***