

TRAVEL CLAIM A

THE INFORMATION REQUIRED IN BLOCKS MUST BE COMPLETED. DO NOT COMPLETE SHADED AREAS.

CLAIMANT

DEPT.

FACULTY

TITLE

BARGAINING UNIT

HOME ADDRESS

SEND CHEQUE

DETAILS OF TRAVEL

TIME DEPARTED

TIME RETURNED

YEAR/DATE	PARTICULARS	DOC. #	MEALS	HOTEL OR LODGING	TRAVEL	OTHER	EXCH. RATE	EXCH.	TOTAL

COLUMN TOTALS

I hereby certify that the whole of the expenditure stated in the foregoing account was actually and necessarily incurred on University business and that these expenses comply with the University Travel Guidelines published as policy T-1 and that none of these expenses have been or will be reimbursed from any other source of funds. Refer to sheet B for instructions on completing your claim.

Total advance held before above expenses incurred

Advance since received

Total

Total of above expenses

Balance due University

Balance due claimant

REQUIRED ADMINISTRATIVE APPROVALS

I ACKNOWLEDGE RESPONSIBILITY THAT ALL EXPENDITURES ARE VALID, IN COMPLIANCE WITH THE POLICIES OF THE UNIVERSITY AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO COVER THE EXPENDITURES.

Admin. Signature

Date

Vice-President

Date

Financial Svs - Audit

Date

Signature of Claimant

JV #

Inv Doc #

Vendor/Student ID

Encumbrance

Due Date

Bank #

ET

MM/DD/YY

Vendor Invoice #

Description

1099 Code

Del Point

Fund	Organization	Account	Program	Activity	Location	Amount
Fund	Organization	Account	Program	Activity	Location	Amount
Fund	Organization	Account	Program	Activity	Location	Amount

TRAVEL CLAIM B

THE INFORMATION REQUIRED IN BLOCKS MUST BE COMPLETED. DO NOT COMPLETE SHADED AREAS.

Claimant Name: _____

**Department/
Faculty** _____

[illegible]

Column Totals



MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Instructions for Completion of Electronic Travel Claim

1. Please refer to Sheet C for instructions on completing the travel claim.
2. Please refer to Policy T-1 of the Policy and Procedures Manual for detailed travel guidelines.
3. The electronic travel form is available in both lotus and excel formats. Do not complete shaded areas; they are for Comptroller's Office use only or they are fields that are automatically calculated for you.
4. Do not print multiple forms on your laser printer. The form is designed to print on 8 1/2 by 14 paper in the portrait format. Photocopy the form as necessary. It is much cheaper.
5. Store the file electronically by clicking the following key strokes (be sure not to overwrite your template):
 - a. FILE
 - b. SAVE AS
 - c. Enter file name
 - d. OK or SAVE
6. The form has two new columns - "exchange rate" and "exchange". Please enter the exchange rate on the appropriate line and the form will automatically calculate the Canadian equivalent. For example:

For Canadian dollars - enter "1" or leave blank
For US dollars - enter the exchange rate as "1.XX"
7. Enter the amount of any travel advance you have outstanding with respect to the travel claim. The form will automatically calculate a balance due or balance owing.
8. Please submit a printed copy of the form along with all original vouchers to the travel clerk in the Comptroller's Office for approval and processing.
9. Please submit photocopy to MUNFA as per collective agreement.

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 the Comptroller's Office.
- 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, purpose of research, 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 numbers consecutively in the order charged on the claim. Enter this number in the column titles "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. e.g.. The hotel bill may contain room charges, meals, phone calls, etc.
- H. Do not complete the shaded column. This is for Comptroller's Office use only.
- I. If traveling 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.
- K. All claims for travel for individuals reporting to a Dean/Director/Principal or Executive Director must have a completed travel authorization/notification attached.

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 GST/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 for per diems.
- H. Mileage must be recorded on a summary log.
- I. Should a claimant lose any original voucher - an affidavit witnessed by a commissioner of oaths will be accepted. Please contact the Comptroller's Office for further information.
- J. Please contact extension 7959 to obtain the current foreign exchange rate should you require it.

3. Approvals

A claimant cannot approve his/her own travel claim. The claim should have a travel authorization/ notification signed by the appropriate Dean, Department Head, etc. attached.

4. 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 and Entertainment is reason to reject or adjust the travel claim as submitted.