



## Instructions for Travel Expense Reimbursement Form

Field	Instructions
When to use this form	<p>This form is to be used to claim reimbursement for travel expenses paid while travelling on UVic business. If you incurred Pro-D expenses while travelling, include your Pro-D expenses on this form.</p> <p>If claiming reimbursement for non-travel expenses that were incurred while conducting UVic business (including Pro-D expenses) or for petty cash replenishments, use the <a href="#">Business Expense Reimbursement form</a>.</p> <p>If you are requesting a non-reimbursement payment to an individual or business and you do not have an invoice, use the <a href="#">Payment Request form</a>.</p>
Trouble completing this form?	<p>Ensure you are using Adobe Reader XI to ensure all functionality of the fillable pdf form is enabled. Adobe Reader XI is free to download at the <a href="#">Adobe website</a>. Note that you may have to contact your IT support to install the program on your computer.</p> <p>If you are a Mac user, you cannot use the "Preview" pdf reader to complete the forms. "Preview" is typically the default pdf program on most Mac computers but it does not have the functionality to complete fillable pdf documents.</p> <p>Save the form as a PDF document to your computer and complete it by opening Adobe Reader XI rather than opening the document in your web browser. This will ensure that all functionality of the form is enabled and reduces the risk of accidentally navigating to another webpage and losing your information.</p> <p><b>*We recommend that users download the form from our website each time they complete an expense claim as the forms are updated from time to time.</b></p> <p>Internet Explorer and Firefox browsers support fillable pdf forms. You may have trouble viewing the form in another internet browser such as Chrome or Safari.</p> <p>Still having problems? Contact Accounting Services at <a href="mailto:askacct@uvic.ca">askacct@uvic.ca</a> for further support.</p>
UVic ID	<p>Enter UVic ID # if the <u>payment is to be made to a student, faculty or staff member</u>.</p> <p>UVic ID # is required if the payee is an employee or student as to ensure that taxable benefits and other tax reporting requirements are appropriately recorded.</p>
Pay to	Enter the legal name of the person claiming reimbursement for the travel expenses: Last Name, First Name, Initials. If another institution is being paid, an invoice for the chargeback should be obtained.
UVic status (employee, student, other)	Association of the payee to UVic must be identified for policy review, Financial Information Act reporting, and research grant requirements.
Mailing address	<p>Provide the payee's mailing address to enable accounting to prepare additional required reports (such as T4A and other tax filings).</p> <p>Payment will be made by direct deposit if the payee default is set up for this. If not, the cheque will be mailed to the payee's mailing address provided. A mailing address is required for all foreign payment requests (including wire transfers).</p>
Dates of business travel	The start and end dates for business related travel are required. If personal days are added on to the trip, the dates should be listed for the business portion of the trip only. Required date format is dd-mmm-yy.
Details or purpose of trip	Provide a brief description of the trip taken (no acronyms please). The purpose of the trip taken is required to explain how the trip relates to the mission of UVic.
Special handling	The standard is to send payment by direct deposit or mail to the payee's address provided. If special handling of a payment is required, state instructions here and explain why it is required. If other documentation is required to be sent with a payment, attach it to this claim or send it separately indicating payment will follow.
Trip and receipt details	<p>This form has been designed to enable claimants to record expenses by date and expense category. If the claimant does not have original receipts for certain expenses, attach a <a href="#">missing receipts declaration form</a>.</p> <p>If more space is required to enter the receipt details for this reimbursement claim, attach a <a href="#">supplementary expense detail form</a>. If a supplementary expense detail form is used, ensure that you enter the description "BALANCE FROM SUPPLEMENTARY FORM" and the total amount in the 'incidentals' field on your Travel Expense Reimbursement form. This must be done as the total from the supplementary expense detail form does not automatically carry over to the travel expense reimbursement form.</p>
Date	For each line in this section, provide the date that the expenses were incurred or the earliest date a group of expenses were incurred. Required date format is dd-mmm-yy.

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Description/supplier	<p>This section can be used to provide a brief description of the expense. The claimant can choose to group expenses in different ways (choose whichever option makes sense for this trip):</p> <p>1. Include all expenses related to each day of the trip in one line.  <b>OR</b>  2. Include all expenses related to a specific leg of a trip on one line (i.e. the trip spans several countries).  <b>OR</b>  3. Enter each individual receipt on a separate line.</p>
Expense type: (transport, lodging, incidentals)	<p>Enter the dollar amount for the receipt(s) in the category it belongs to.</p> <p><b>Transport:</b> air, car rental, taxis, ferry, buses etc.</p> <p><b>Lodging:</b> all charges on a hotel/motel bill should be reported together under lodging (except personal charges such as movies, mini bar etc). Do not split hotel charges into separate lines on the travel reimbursement form. Receipts for gifts purchased for hosted accommodation should also be claimed in this section (a gift of up to \$40 per night is allowed per travel policy, receipts are required).</p> <p><b>Incidentals:</b> eligible expenses such as hospitality, entertainment, laundry, parking, registration fees, and meals for which no per diem is being claimed, should be included under this heading.</p> <p><b>Ensure that detailed receipts itemizing the expenses are attached to the claim.</b></p>
Foreign Exchange (FX) rate for transport, lodging and incidentals	<p>If transport, lodging or incidentals were incurred in a currency other than the reimbursement currency, enter the foreign exchange rate that the claimant was charged for that expense, or an average of the exchange rate over the duration of the trip (refer to <a href="http://www.bankofcanada.ca">www.bankofcanada.ca</a> for average rates). The form will automatically calculate the equivalent amount to be paid in the reimbursement currency.</p> <p>Proof of the exchange rate that was charged must be provided if the claimant does not choose to use the average rate per the Bank of Canada.</p> <p><b>Note:</b> If, on the same date, some expenses were paid in CAN\$ and some in a foreign currency, the expenses will have to be entered on different rows of the form.</p>
Mileage KMs	<p>If a personal vehicle was used for Canadian or US travel, enter the number of kilometers traveled on the date indicated. The reimbursement rate per kilometer is fixed at \$0.48/KM. The form will automatically calculate the mileage reimbursement amount. For ease of entry, it is recommended that the claimant keep a mileage log throughout the trip.</p> <p><b>Note:</b> The total transportation cost cannot exceed the cost of an economy class flight to the same destination. The maximum that will be paid out is the cost of an economy class airfare. (i.e. mileage, meals and lodging cost incurred to get to the destination must be less than or equal to airfare to the destination).</p>
Per diems	<p>Current per diem rates are: Breakfast \$12, Lunch \$13, Dinner \$28.</p> <p>Per diems are calculated in CAD, USD, EUR or GBP only. Per diems that were paid in any other currency should be claimed in one of the above currencies that most closely reflects the true cost incurred.</p> <p>If per diems for several days are being claimed on one line, note the number of days being claimed in the 'description/supplier' field and enter the total dollar amount for the number of days being claimed in the per diem fields. (i.e. to claim per diems for 3 days add \$36 under 'Breakfast', \$39 under 'Lunch' and \$84 under 'Dinner')</p> <p>Where meals are provided as part of airline tickets or conference registration fees, the per diem allowance for the provided meals cannot be claimed.</p>
Total travel expenses	<p>This is the total of all expenses claimed (including per diems and mileage) BEFORE advances or prepaid amounts have been deducted. The total is automatically calculated.</p> <p>This is the dollar amount that needs to be allocated to FOAPAL accounts (see expense allocation below).</p>
Travel advances / prepaid air or other	<p>If the claimant was given funds for this trip in advance, deduct the amount of the advance received. If any expenses were prepaid, deduct the prepayment amount (i.e. enter a negative number in this field).</p>
Total reimbursement	<p>This is the amount that will be paid to the claimant. If the claimant received any travel advances or prepaid air (see above), the prepaid amounts are deducted from the amount reimbursed to the claimant.</p> <p>This amount is automatically calculated as the sum of all expenses (including per diems and mileage) less advances and prepaid amounts.</p>

Field	Instructions
Currency conversion	<p>Travel claims for employees and students are reimbursed in Canadian dollars. If the claimant requests reimbursement in a foreign currency, provide the details here. If the funds are requested to be paid out in a currency other than CAD or USD, they will be paid by wire transfer. The preparer must fill out the <a href="#">wire transfer information form</a>.</p> <p><b>Note:</b> Any charges from the receiver's or intermediary banks for receiving a wire transfer may be deducted from the amount paid to the payee. UVic does not have any control over these bank charges. If the payee requests incoming bank charges be covered by UVic, you must specify the amount required when completing this form. Accounting Services does not know this amount.</p>
Expense amount still to be allocated	<p>This is the difference between "Total Travel Expenses" (see above) and "Total Allocated Expenses" (see below). This field is a check for the claimant or preparer to confirm that all expenses being claimed have been allocated to FOAPAL accounts. This amount should be 0.00.</p>
Expense allocation	<p>Group the expenses from the 'Trip and Receipt Details' section of the form to be allocated to the relevant FOAPAL accounts. Mileage will automatically be allocated to account 7005; the preparer must enter the appropriate Fund and Organization.</p>
Account coding	<p>Fund, Organization and Account fields are required to ensure that the appropriate account holders' budgets accurately reflect expenses that have been incurred. If the preparer does not know the appropriate account codes, route to the account holder to complete.</p> <p>If it is a Pro-D expense, leave the coding blank and note that it is a Pro-D expense in the description field.</p> <p><b>Note:</b> If expenses need to be allocated to more than 4 different accounts, attach a separate sheet indicating the accounts to be charged.</p>
Total allocated expenses	<p>This total is automatically calculated and cannot be over ridden.</p> <p>"Total allocated expenses" must equal "total travel expenses". If it does not equal, the form will indicate the amount remaining to be allocated in the "Expense amount still to be allocated" field (see above).</p>
Who to contact about this claim	<p>The contact information of the person preparing the form is required. If there are questions regarding the claim, accounts payable will contact this person to address any queries.</p>
Claimant's signature	<p>A signature ensures that the claimant has taken responsibility for the expenses being claimed on his/her behalf. It also helps to ensure additional segregation of duties and controls over the expense reimbursement process.</p> <p>If the claimant is not able to be present when the travel reimbursement form is prepared, a signed or emailed <a href="#">declaration form</a> attached to the form is sufficient.</p>
Account holder's signature (delegate)	<p>The account holder's signature (or delegate) is required to ensure that the party responsible for the budget of that account is aware of charges being made to the account. Delegates cannot exceed their assigned dollar threshold.</p>
Claimant's one over one approver signature	<p>One over one approval ensures that the person to whom the claimant reports is aware of and approves the expenses being claimed by his/her direct reports.</p>
Comments on signatures	<p>If the claimant is also the account holder, only sign once. A one over one approver signature is still required.</p> <p>If the account holder is also the claimant's one over one supervisor, only one approver signature is required. Please sign in the 'Claimant's one over one approver signature' section.</p> <p>If the claimant is from outside the University and does not have a one over one supervisor, the account holder is the final approver. No one over one approver signature is required.</p>