

Online Expense Claim Reimbursement Summary of July 1, 2018 Changes and Highlights of Policy/Procedures

1) Cash Advances

- There is no minimum value for cash advances.
- Advances are eligible even if a purchase is also eligible to be made on a Western Travel Card.

2) Alcoholic Beverages

- Alcoholic beverages are eligible for reimbursement on internal grants only to a maximum of one (1) alcoholic beverage per person per meal or event.
- Alcohol is not permitted for regular in-house meetings involving University employees.

3) Approval for Exceptions

Exceptions to Western's travel expense claim policies and procedures must be approved by Financial Services but cannot contradict legislation or funding agency guidelines.

4) Events Held at a Faculty Member's Home

Entertaining business guests in one's home, if it serves a specific business purpose, is allowed but must be pre-approved by the Dean.

5) Internal Meetings

- Provision of coffee/refreshments at departmental meetings or education sessions is eligible on internal grants if approved at the faculty or departmental level. Please attach a copy of the email or written approval from the Dean or Department Chair to the expense claim.
- Normally the costs of social events for University employees is not reimbursable with the exception of holiday receptions and retirement gatherings if they are pre-approved by the Dean.

6) Loyalty Points/Credits Discounts

Travellers may use personal loyalty program points, credits or discounts towards travel related expenses and upgrades for University business travel but only the out of pocket fees and taxes associate with travel will be reimbursed. The University will not reimburse for the equivalent of any loyalty program points, credits or discounts used.

7) Most Economical Means of Travel

Western will reimburse up to the most economical means of travel between air, rail and vehicle. Where travellers prefer to travel by a more expensive mode of transportation, the most economical that provides the greatest value for money will be reimbursed. A screen shot or quote of travel costs must be obtained at the time of booking which shows the most economical means of travel and will need to be included along with travel receipts when submitting a claim.

8) Combining Personal Travel with Business Travel

When adding personal travel to a business related trip, quotes or screen shots of the travel costs (ex. flight costs) at the time of booking must be provided showing that arrival and/or return flights from an earlier or later date, or a different location do not add cost to the trip.

9) Meals

- Western will reimburse meals that are substantiated with a business purpose up to a maximum of the Treasury Board of Canada Meal rates.
- A meal allowance is not eligible for reimbursement where the meal is already included in the price of the transportation fare, conference fee, accommodation charge, or other.
- Travellers have the option to be reimbursed actual meal costs as supported by original itemized receipts and proof of payment but the maximum that will be reimbursed (including tax and gratuities) is the Treasury Board of Canada Travel Directive amounts for meals.

CASH ADVANCE CHECKLIST

	Budget showing how the funds are to be used.
	Start and end dates of travel and/or research study.
	Reason for travel.
	Destination.
	Trainees/staff submitting a cash advance on a Principal Investigator's grant must list their working relationship to the Principal Investigator.

ONLINE EXPENSE CLAIM CHECKLIST

Information to be included on ALL online expense claims:

	Start and end dates of travel.
	Start and end date of conference/research activity.
	Destination.
	Reason for travel. Explain how travel related to University business.
	List who travelled or attended the event or activity and the business relationship of all attendees. For research claims, provide the claimant's working relationship to the Principal Investigator.
	Conference or event prospectus/itinerary showing dates and showing meals included in conference/event registration fee.
	Justification of any expenses above thresholds.

Supporting documentation that must be submitted to Nancy Nuzum, SSC 7408:

Receipts	
	Printed copy of online expense claim.
	Original receipts detailing items purchased as well as proof of payment (if not already indicated on the itemized receipt). Original credit/debit card slips or statement copies support proof of payment.
	Printed copy of conference or event prospectus/itinerary.
Foreign Exchange	
	Where Western's posted rate is not used, provide documentation supporting the foreign exchange rate claimed (ex. Receipt showing rate of currency purchased at banking/financial institution, print screen of foreign currency website used to calculate exchange or credit/debit card statements showing Canadian dollar amount charged to the Claimant.
Air Travel	
	Print out of flight travel itinerary even if booked through FCM Travel Agency.
	Boarding passes are required for claims where the only expense submitted is airfare.
	For Tri-Council grants, print out of screen shot showing most economical airfare selected at time of purchase.
	If business and personal travel are combined, a quote or screen shot of travel costs must be obtained at the time of booking that prices business travel separately and shows that arrival and/or return flights from an earlier or later date, or a different location do not add cost to the trip. The quotes and/or screen shots of business and personal travel costs obtained at the time of booking must be submitted with the claim.

Car Rental	
	Rental car contract/agreement showing the following information: 1) Start and end date of contract/agreement 2) Items included in the contract/agreement 3) Detailed pricing of items included in contract/agreement.
Meals	
	Supporting documentation to show if meals are included at conference/meeting or in travel fares, if applicable.
	For internal grants,
Mileage	
	Provide a print out of online mapping tool (ex. Google Maps) showing distance traveled. Only the individual who owns the vehicle may claim reimbursement of kilometres travelled for business.
Participant Fees	
	Include number of participants assigned to the study, compensation to each participant and method of compensation. The researcher must retain other appropriate documentation related to participants as described in the Research Ethics Protocol and approved by the Research Ethics Board.
Rail Travel	
	Print out of rail travel itinerary even if booked through FCM Travel Agency.
	For Tri-Council grants, print out of screen shot showing most economical airfare selected at time of purchase.

Online Training for Creating a Travel and Expense Claim

How to create a Travel Expense Claim -

http://uwo.ca/finance/training_reference/content/accounting/creating_travel_expense_claim/story.html

Western's Travel and Expense Reimbursement Forms

Online Travel and Expense Claim – <https://finance.uwo.ca/psp/fsprdweb/?cmd=lgln&languageCd=ENG&>

Attestation Form (PDF version) -

https://sscsecure.uwo.ca/politicalscience/intranet/administration/forms_templates/Attestation%20Form.pdf

Attestation Form (fillable version; open in Internet Explorer) -

http://www.uwo.ca/finance/forms/docs/corporate_accounting/attestation.pdf

Western's Travel and Expense Reimbursement Policies and Procedures

Travel and Expense Reimbursement Policy -

http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf

Travel and Expense Reimbursement Procedures -

http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf