

Guest / Student Travel & Business Expense Claim Form Instructions

This form is used to claim expense reimbursements for students and guests for eligible travel and business expenses incurred while conducting University of Manitoba business. UofM employees are reimbursed via the Concur system. A payment to a company, organization, or association cannot be made using this form; instead an invoice should be issued to the University. For payments to an individual for services rendered (honorariums for Canadian Citizens or Permanent Residents), please contact the Human Resources department (at 474-9552 or hris@umanitoba.ca), for instructions on how to issue a payment/claim a reimbursement for these types of expenses.

This form is a fillable pdf document. We recommend using the fields to type in your information before printing. You are encouraged to submit expense claims within 30 days of the expense being incurred.

Before completing this form, please obtain a reference number (RN#) from the U Manitoba website for inclusion on the form:

http://www.umanitoba.ca/expense_rn/.

As you complete the form, please note the following:

- **“Other reference” is where you will indicate the RN# of any Concur claims or other paper claims that are related to these expenses being claimed through the form.**
- **Claimants are required to complete sections A, B, C, D, and E.**
- **The University department contact should update Section B, make any necessary edits or additions to Sections C, D, and E, and required to complete Section F. The contact must also ensure Section G is completed appropriately.**

Section A: Claimant Information

All of the information in this section must be complete in order for the claim to be processed. Please take care to ensure the address is correct, as this is where the cheque will be mailed. The claimant's home address must be provided (please do not use the host department's campus address or the claimant's work address).

Section B: Purpose of Claim

Please include information regarding purpose of the claim in this section, and include any other information you feel is necessary. For example, is the claimant a former employee without access to Concur? Does the cheque need to be issued in a currency other than CAD? Does the cheque need to be held for pick up? Are these expenses cash incentives for research participants? If this is on a research fund, how do the expenses relate to the research project? Was it approved by the Research Ethics Board? Every claim requires context.

Section C: Travel Information

For the 'relation of trip to University business' field, please be specific (e.g. provide the name of the conference, "collaboration with Dr. Z to discuss ABC", etc).

Section D: Research Funding

If this expense is being applied to a research fund, the claimant's affiliation with the project and details on the type of trip are required. Please ensure that a description of how the expenses relate to the associated research project in Section B of the form. If applicable please attach your conference agenda or program to the claim form.

Section E: Summary of Expenses

Please complete this section by detailing each receipt on a separate line.

Filling out your expenses:

Date: This should match the date on the receipt.

Expense Descriptions: Please describe the expense here (eg: conference registration for CAUBO 2017, etc.). If a different currency than Canadian was used for the transaction, please indicate the exchange rate in the description. If you do not have an exchange rate, use the Oanda daily exchange rate for the date of transaction to exchange the currency.

Amount Paid: Please specify the amount paid, in the currency in which it was paid. This needs to match the receipt provided (e.g. if you paid \$350 USD for your conference registration, you'll enter \$350 here).

Currency Paid In: Please indicate the currency of the payment that was made – following the above example, you would enter USD.

Amount Requested: If the expense was incurred in a currency different from the one you wish to be reimbursed in, please indicate the converted amount here. To continue with the above example: if \$350 USD and you wish to be repaid in CAD, enter the Canadian amount in this field (e.g.: \$457.71). If USD funds are being paid out, then \$350 will be entered in this column as well.

- **Tip:** If only part of an expense is being reimbursed, take that into account in this column. So, if only \$200 CAD is being reimbursed for the \$350 USD registration, then \$200 will be entered here.

Req'd Currency: This is where you indicate the currency of the reimbursement that you require.

Please ensure that all original receipts are attached to your claim form. Photocopies of receipts are not admissible. For meals and hotels, the itemized receipts must be provided (the credit card receipt only is not sufficient for these two expense types). Please provide appropriate detail for mileage claims (e.g. locations traveled, dates, and km claimed). Eligible expenses paid by the University are the same for nonemployees as employees. It is the responsibility of the signing authority to ascertain that the expenses claimed are eligible University expenses, as per the UofM Travel and Business Expense Claim Policy.

At the bottom of the section, please calculate the total amount requested. **For department staff:** Total expenses at the bottom of this section must equal the total of the "amount" column in Section F.

Section F: Payment Summary

Claimants will need to have their affiliated UofM department complete this section.

FOAPAL = Fund, Organization, Account, Program. The total of the amount column (in the currency the claim will be paid in) needs to equal Total Expenses indicated in Section E. The last column for the general ledger amount will be the equivalent in Canadian funds, and will be the amount reflected in FAST for each FOAP indicated in the claim. For FOAPAL information, please discuss with your department's Business Officer.

If a cheque needs to be issued in a currency other than CAD or USD, then a Bank Transfer Request Form is required. This form is found on the Financial Services Forms webpage under Supplier Payment Services ([here](#)). If you have questions about this form, please contact SPS at 474-6632.

Section G: Authorization

Please clearly print the names of all signing authorities. The signing authority, or an alternate signing authority, for each FOAPAL used in the claim must sign the form in order for the claim to be processed. Any amount unauthorized must be removed from the claim and the amount requested adjusted.

For claims against research funds, claims need to be approved by the signing authority of the research fund. In the signing authority's absence it should be approved by an alternate signing authority on the fund. A visiting researcher's claim needs to be approved by the one-over-one of the signing authority on the research fund.