TRAVEL & EXPENSE CLAIM INSTRUCTIONS

- Prepare one comprehensive report for each business trip or other business expense, as outlined in the University's Travel and Business Expense Claim policy.

- Ensure sufficient funds are available in the **FOP** to be charged and the **FOAP** or **FOAPAL** is completed with the appropriate Account (A) code.

  E.g. **F** **O** **A** **P** **A** **L**
  XXXXXX – XXXXXX - ↑ - XXXX – –

  700101 Airfare within Canada
  700104 Per Diem (meals within Canada)
  700701 Mileage

  See http://www.umanitoba.ca/computing/renewal/aurora/finance/aca/423.htm for further details on completing a FOAPAL on forms.

- Travel and expense claims are reimbursable upon submission of original receipts only. Please attach all corresponding documents in the order they are claimed.

  E.g. Passenger boarding passes and E-Tickets
  Detailed Hotel Receipts
  Taxi Receipts
  Detailed Restaurant bills and Charge Card Slips
  Vehicle Rental Agreements
  Conference Registration
  Store receipt

- Retrieve and record a unique claim form number beside the "**T**" on the claim form

- Ensure the employee or student number is entered on the form.

- Create a copy of the claim and retain for your records

- Mail completed Travel & Expense claim form to:

  Travel Services
  Rm. 416 Administration Building
  Fort Garry campus

- Claim form and employee numbers will be required for inquiries on submitted travel and expense claims

- Further details may be obtained from the University's Travel policy, staff bulletins, and/or by contacting Travel Services.

  Please Note: GST will be calculated by the Comptroller's Office and rebated to your fund, provided the documents supplied contain the necessary information. In such cases, the value charged to your fund will be net of the GST rebate.
  Checking on your Travel Claim Status