



(Revised: July 2019)

1. Upon completion of your trip, please complete the attached University of Manitoba Guest/Student Travel and Business Claim Form (link provided on your funding letter). You will be required to present ALL of your original receipts related to the trip or petty cash purchases. All receipts must be in your name.

Staff, Students, and Guests: Airfare boarding passes and/or E-tickets and flight itinerary/invoice, hotel folios, conference/workshop registration, and taxi and/or other transportation. Meal receipts are not required since a per diem can be used (Canadian travel is \$60.00 per day; US/Africa travel is \$80.00 CAD per day, Asia/Latin America/Oceania travel is \$90 CAD per day, Europe/Caribbean travel is \$110 CAD per day).

Guests: Airfare boarding passes and/or E-tickets and flight itinerary/invoice, taxi and other transportation, parking, and meal expenses that are not directly covered by the University.

2. If you are receiving funding from more than one University source, please submit your claim directly to me. Once authorized, your claim will then be forwarded to the other contributing areas for appropriate signatures. However, to receive your Graduate Studies fund, please see #5 below. Please indicate below where you are expecting funds and the amounts, as well as monies already received:

SOURCE	EXPECTED/AMOUNT	APPLIED
Faculty of Arts, Dean's Office		<input type="checkbox"/>
Endowment Fund		<input type="checkbox"/>
FGS Travel Award		<input type="checkbox"/>
Psychology		<input type="checkbox"/>
UMSU		<input type="checkbox"/>
Other		<input type="checkbox"/>

3. Please ensure that your claim is submitted within ONE MONTH after your trip. Don't forget to include your employee number/student number (if applicable). Also, please scan all receipts for your records.

4. After an authorized signature is obtained by the Department, a copy of your claim will be returned to you. Students may find this helpful in seeking further funding.

5. If you have applied for the FGS Travel Award, you should expect an e-mail from that office informing you that your funding request has been approved. A copy of your claim, along with your student number, should then be sent to Roxanne.Tackie@umanitoba.ca with the subject line "Requesting the Award to be Paid Out". Once your e-mail and claim have been received, it will be reviewed and initiated for reimbursement. Follow-up questions may be required.

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