# **Guest/Student Travel & Business Expense Claim Form**

# **Instructions**

This form is to reimburse students and guests for eligible travel and business expenses incurred while on University of Manitoba business.

This form is a fillable pdf document. Expense claims should normally be submitted within 30 days of the expense being incurred. Please ensure you obtain an RN# from the U Manitoba website: <u>University of Manitoba - Financial Services - Reference Number Form (umanitoba.ca)</u> and enter the number as shown below.



# Guest / Student Travel & Business Claim Form

UofM Employees must use Concur

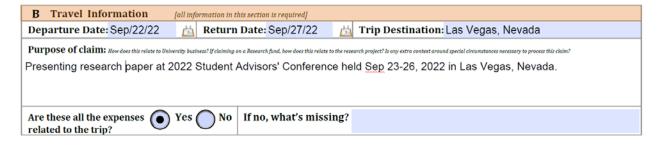
#### **Section A: Claimant Information**

All the information in this section must be complete for the claim to be processed. The claimant's home address must be provided (do not use the host department's campus address or the claimant's work address).



#### **Section B: Travel Information**

For the 'purpose' field, please be specific (e.g. provide the name of the conference, "collaboration with Dr. Z to discuss ABC", etc). Please include any additional information regarding the claim in this section. If this is on a Research fund, how do the expenses relate to the research? Was it approved by the Research Ethics Board? Every claim requires context.



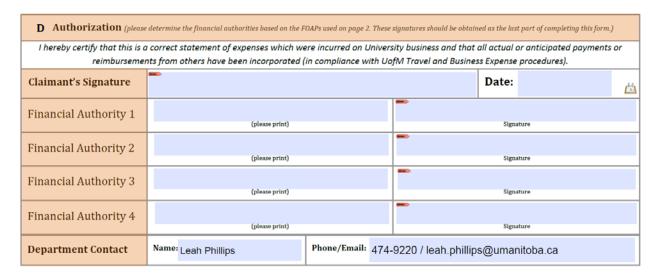
### **Section C: Research Funding Section**

If this expense is being applied to a research fund, the claimant's affiliation with the project and supporting details are required. Supporting details include, but are not limited to, dates, place of travel, name of conference/event, and/or purpose of meeting. Please attach your conference agenda or program to your claim.

C Resear	ch Funding Section (required information for all research expenses)						
Claimant Relationship to Grant: Grantee Student researcher Research personnel Visiting researcher Other:							
Type of Trip	Conference Collaborative Trip Field Work Other:						

#### **Section D: Authorization**

Please do not sign the claim form at this time. This allows for corrections and adding funding, etc. to your claim. Once your claim is processed by the department, it will be returned to you for a final signature before being submitted.



### **Section E: Summary of Expenses**

#### Filling out your expenses:

**Date:** this should match the date on the receipt.

**Expense Descriptions:** this is where the expense details go (ie: 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.

**Amount Paid:** this is where the amount paid, in the currency in which it was paid, needs to be entered. This needs to match the receipt provided. So, if you paid \$350 USD for your conference registration, you'll enter \$350 here.

**Currency Paid In:** This is where the currency of the payment is indicated – so, following the above example, in this column, enter USD. No conversions have been made at this point. If the payment was in Canadian funds, please still indicate CAD in this column so we can be sure no conversion took place.

Amount Requested: Please leave this section blank.

Req'd Currency: Please leave blank.

E Summary of Expenses										
Date:	Expense Description:  Indicate exchange rate used if applicable	Amount Paid	Currency Paid in	Amount Requested	Req'd Currency					
Sep/22/22	Flight (Winnipeg to Las Vegas - roundtrip)	\$ 526.00	CAD							
Sep/27/22	Hotel (exchange @ 1.36 = \$1,023.24 CAD)	\$ 752.38	USD							
Jul/02/22	Conference registration (exchange @ 1.36 = \$477.23 CAD)	\$ 350.00	USD							
Sep/22/22	Taxi	\$ 25.00	CAD							
Sep/22/22	Meals per diem (Sep 22-dinner; Sep 23, 24, 25, 26-all; Sep 27-breakfast)	\$ 380.00	CAD							
	Total Expenses:									

In addition to this section, the original receipts must be attached to the claim form as one pdf document. 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, as per the UofM Travel Policy.

## **Section F: Payment Summary**

Please leave this section blank.

F Payment Summary – To be completed by University Department										
F	o	A	P	<u>Amount</u>	Currency	Amount in CAD				
			<u>Total:</u>	\$ 0.00	0	\$ 0.00				

Please submit through the Civil Engineering Travel Portal once complete.