

EMPLOYEE TRAVEL EXPENSE CLAIM- ELIGIBILITY COMPLIANCE CHECKLIST

INSTRUCTIONS: Please, revise the claim and place “X” on the boxes for each item, if complete. Ensure all boxes are filled. If a field does not apply, please write “N/A” in the corresponding box. If there is an issue with compliance, enter “C” and provide a description below. As applicable, identify missing (“M”) or incomplete information (“I”).

TRAVEL EXPENSES ONLY	
FIELDS IN FORM	ELIGIBILITY OF EXPENSES according to award guidelines
Funding source top right corner	Are all receipts under the claimant name? otherwise, signed letter from payee needed
Claimant’s Name	Are transportation expenses eligible? Baggage fees are not eligible, unless required by research
Employee number; if Non-employee, use Non-Employee form	If transportation dates do not correspond to the conference, are expenses acceptable? (i.e. is there an overcharge due to booking dates?) Whenever possible, provide an estimate for the trip for the eligible dates.
Purpose of trip	Are the receipts for transportation correct and complete? Airfares must include an invoice (not an estimate) and original boarding passes; mileage should include a log (mileage in odometer at start and end).
Conference dates (if not a conference, write “N/A”)	Are accommodation expenses eligible (room/dates)? Expenses are only eligible for effective dates of event plus travel time. If beyond acceptable, must provide an explanation and adjust the claim for eligible dates.
Purpose of the trip description	Are meal expenses eligible? If possible, verify in the program which meals were provided by the conference. Only claiming eligible per diem items
Destination	Meals are claimed only as per-diem or by receipt (not both). NO ALCOHOL ALLOWED.
Dates of travel	Registration and abstract fees are eligible when the claimant is a presenter, or a co-author of the work.
Dates of travel match dates of conference (if not a conference, write “N/A”)	Claimed items include taxes and other fees
If dates do not match, how many days are eligible. Consider distance traveled for the event.	Conference Program, with name of presenter highlighted, if possible
Description on how the trip is related to research	Badge for the Conference
Summary of expenses, prepaid expenses, travel advance and balance claimed	Abstract acceptance letter with name of the claimant
Total amount is printed, correct and within award limit	Letter of award included
Account number	Signature from claimant
Are there receipts for all expenses listed (except for per-diem)?	Signature from grant holder
Is an itemized explanation on per-diem attached? Does it match trip?	Decision on claim. R= Reject due to ineligibility. I=Information needed. C=Corrections needed (return to claimant). A=Approve for compliance.
Are the receipts acceptable and in order?	
Are all expenses in CAD. Otherwise, proof of exchange rate required	