

EMPLOYEE TRAVEL EXPENSE CLAIM- COMPLIANCE REVIEW CHECKLIST

INSTRUCTIONS: Please, revise the claim and place a checkmark (✓) in the boxes for each item, if completed. 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			
Claimant name	Grant holder name	Grant number	
FIELDS IN FORM		ELIGIBILITY OF EXPENSES	
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	
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 (60-XXXX-XXXX)		Signature from claimant	
Are there receipts for all expenses listed (except for meals)?		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			