Travel Expense Reports

This document is for individuals who have travelled and incurred expenses related to University business or research activity, and are submitting the required travel expense report. For questions concerning travel on research funds or to obtain travel claim forms, please contact Research Accounting at 520 - 3631.

FILLING OUT THE FORM

The travel expense report form is a four page document that must be filled out upon your return from University travel. For ease and simplicity, fill out the form in the sequence indicated below.

FRONT PAGE (Top half)

All information in the top half of the form is required. Note if the **payee** is not the same as the traveler. If traveler is a Carleton employee/student, their **ID number** is required. A departmental contact should be listed with a phone number for any questions Accounting might have about the report. Check the box where you want the payment sent (return to office or mailed off campus). The travel dates, destination and purpose of the travel must be noted for the form to be processed.

BACK PAGE

All costs being claimed for the travel must be detailed on page 4. Each individual expense transaction for each type of travel should be itemized under the applicable category. When the expense is for a "foreign currency", the amount and the currency must be noted in the corresponding field. (Most receipts indicate a 3 letter acronym for the kind of currency that has been paid.) Using a reliable currency conversion web site, identify the rate of exchange for the date of the receipt when converting to Canadian dollars. Note the converted "exchange rate" in the applicable column. Enter the Canadian amount, including any GST paid in the noted field. For information on GST, please refer to the GST Information Sheet. Each category of travel must have all expenses totalled in the corresponding field. Each total is then carried forward onto page 1 under the applicable type of expense. Travel advances, if applicable, must be noted at the bottom of page 4, and carried forward to the front page. If this is not noted, the advance paid to the claimant will remain outstanding and the individual may be issued a T4A in the amount of the advance.

FRONT PAGE (Bottom half)

The FUND, ORG and ACCOUNT codes are mandatory fields that must be identified for each type of travel being claimed. The FUND relates to the (6) identifiable digits where the revenue originates. The ORG is the default (3 or 4) digits associated with the department or research unit. The ACCOUNT code (6) digits, refers to the type of travel and always starts with 719XXX. The amount being claimed should always be converted to Canadian dollars when being reimbursed to a Canadian resident. (Only one currency can be processed on each claim.) Carry the totals claimed from page 4 to the "Total" column on page one for each category. Also carry the total GST to the GST column on page one for each category. Calculate the "**base**" amount by dividing the GST by 0.05. Subtract the base amount and the GST from the total, and enter the remaining amount in the GST exempt column. If there is no GST related to the expense, then the full amount of the total cost should be entered in the **"GST Exempt"** and in the **"Total Cost"** fields. Carry the total amount of advances received from page 4 to page one, and complete the totals. The signature of the fund owner, authorized delegate or signing authority is required.

INSIDE RIGHT PAGE

Signature and printed name of the claimant, principal investigator and supervisor, must be completed on page 3. If the payee is not the traveler and covered costs for the travel, they must provide adequate documentation that indicates they are to be reimbursed for the travelers costs (proof of payment for airfare, hotel, registration fee, etc.). The principal investigator must sign page 3 to confirm their approval of the claim on the fund they are authorizing payment from, whether they themselves are the traveler or not. All claimants must have one-over-one signature approval.

Carleton University Travel Policy http://www.carleton.ca/secretariat/policies/Travel_and_Related_Expenses.html
Treasury Board Web site http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp

IMPORTANT GUIDELINES FOR TRAVELLERS

Supporting Documentation Required:
- ~all original receipts
- ~detailed restaurant receipts
- ~proof of payment and exchange rate used
- ~conference prospectus/itinerary
- ~hotel receipts for web bookings

Eligible Expenses:
- ~economy airfare or equivalent
- ~meals/per diems
- ~accommodations
- ~surface travel (taxis, etc.)
- ~registration fees

Ineligible Expenses:
- ~incidentals
- ~passports

For research travel, when eligibility is in doubt, expenses will be disallowed unless addressed with the agency directly. Researchers are urged to provide adequate justification for expenses when submitted to Research Accounting, and to contact their Fund Administrator prior to the purchase of a questionable item. This extends to all Travel Expense Claims, Cheque Requisitions, Payroll and Purchasing Card transactions.

FOREIGN CURRENCY

Expenses claimed in a foreign currency can be converted to their CAD equivalency in one of three methods:
- ~Using the actual rate paid (Credit Card Statement is required as proof of rate)
- ~Using the exchange rate on the date of purchase
- ~Using the average rate for the travel period, if reasonable

WIRE TRANSFERS

If a wire transfer is required, check the box on page 1 and provide full details on page 2 under "special instructions", or attach details in a separate document. See link below for details.

http://www2.carleton.ca/finance/business-operations/accounts-payable/wires-and-drafts.php

EXPENSE REPORTS WILL BE RETURNED TO YOU IF...

~Appropriate approval signatures are missing
~Foreign currency amounts are not converted
~Totals are not carried to the first page
~Back page details are missing
~Receipts are missing