Department of Surgery
Resident Travel Policy
Updated January 2010
Always forward a signed expense report with **ORIGINAL** travel receipts.

- Include boarding passes and itinerary. University will only pay for Tango or Economy Class – if Tango is not available will pay for Tango plus or Latitude

- Itemized receipts for meals (not just visa portion) – if paying for multiple people must list who was in attendance and what the meal was for. This includes room service
  
  **Per diem for meals without receipts - as of June 1, 2005**
  
  - Canada $48.00 CDN ($10 Breakfast, $13 Lunch, $25 Dinner)
  - Outside Canada $48.00 USD ($10 Breakfast, $13 Lunch, $25 Dinner)

- Proof of payment for any conference registration/course (ie. credit card statement or copy of cheque)

Additional Notes:

- Exchange rate is the current rate used by the University unless a credit card statement is provided with the exchange rate paid

- Mileage is $.40/km as of January 1, 2008. All mileage must be expensed with submission of a printout of mapquest, please contact Katie for more information

- For any registrations, or other purchases done over the internet a copy of the credit card statement **must** be sent as proof of payment

**Proof of Attendance is required for all expenses**

(certificate/abstract/name badge)
Contact Information:

• Please give all expenses to Katie Niblock
  McMaster University
  MUMC site, Room 4e12
  Phone 905-521-2100 x73932
  Email niblock@mcmaster.ca

• All expenses must be submitted within 1 year of payment, no exceptions