

TRAVEL POLICY FOR ALL RESIDENTS (reimbursement)

- Always forward a signed expense report with travel receipts (Will only accept original copies-no faxes or photocopies)
- **FLIGHT:** Include boarding passes along with itinerary showing flight payment
 - University will only pay for Tango or Economy Class – if Tango is not available will pay for Tango plus or Latitude
- **MEALS: 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)
- Exchange rate is the current rate used by the University unless a credit card statement is provided with the exchange rate paid
- **TRAVEL:** Mileage is \$.40/km as of January 1, 2008. If driving must print out a map quest showing travel and KM travelled.
- **REGISTRATIONS:** For any registrations, or other purchases done over the Internet a copy of the credit card statement must be sent as proof of payment along with the receipt/invoice. If paid by cheque please provide a bank statement showing the withdrawal from you acct or a copy of the cheque.
- **KEEP ALL ORIGINAL RECEIPTS**

IMPORTANT WEBSITES:

- Expense Reports
http://www.mcmaster.ca/bms/forms/Expense_Report.pdf
- Travel Policy
http://www.mcmaster.ca/bms/policy/accounts_payable/ap010.html#45