

Travel Claim Information Sheet

This information sheet is a synopsis of the MUN Travel Policy regarding FACULTY AND STAFF travel for university business. To view the policy in full, please visit [MUN Travel Policies](#).

A full list of up-to-date forms can be found on the Biology webpage: [Forms](#)

Travel Requests

- A. Travel requests are required to be submitted at least ten (10) days in advance of any University-related travel.
- B. If travel is on a research grant, it must be an eligible expenditure and justification must be provided to explain how this travel relates to the research grant.
- C. If the travel request is for a conference, please include a conference itinerary or schedule.
- D. The cost of travel is only reimbursed once a Travel Request Form has been submitted and approved. Any travel booked prior to approval may not be reimbursed.
- E. MUN travel guidelines allow for one day travel prior to and after university business. Travel expenses will only be reimbursed for these travel days.

Travel Advances

- A. Expenses incurred prior to travel can be reimbursed via Travel Advances.
- B. Travel Advance forms must be completed well before your expected travel date to allow for administrative processing and to ensure funds are received prior to the date of travel.
- C. Students can receive travel advances with just quotes provided. They do not need to pay the expense up front in order to receive an advance

Travel Claims

- A. **Conference Schedule/Itinerary** A conference event schedule/itinerary containing dates and times must be included with your claim. The schedule provides information on the events and whether or not meals were provided, this information is needed when calculating per diems.
- B. **Travel by Air** Please submit with your travel claim your flight itinerary to demonstrate proof of payment and baggage fee receipts (fee for one (1) piece of luggage, each way, will be

reimbursed). Acceptable documentation to support proof of travel must also be submitted which includes at least one of the following:

1. A boarding pass
 2. A hotel invoice at the travel destination
 3. A taxi/transit receipt to/from the airport destination
 4. A record of conference attendance
- C. **Travel by Personal Vehicle** Actual mileage will be reimbursed, as per the MUN mileage reimbursement rate for travel by personal vehicle. You can use google maps for the distance to and from destinations, please include this with your claim.
- D. **Accommodations** Expenses will be reimbursed to a maximum period beginning with the night before the date on which the University related business begins up to and including the night of the date on which the University related business concludes. Receipts for accommodations (e.g. Hotel, Airbnb) must be submitted with your travel claim. If you shared the cost of an accommodation with others, please list their names on the Travel claim.
- E. **Ground Transportation** When claiming expenses for ground transportation (i.e. taxi, Uber, train, bus), please include all receipts and indicate where the travel originated and ended (e.g. home to airport; airport to hotel). Please exclude tips.
- F. **All Receipts** Please ensure all receipts have a proof of payment indicated on the receipt. If there is no proof of payment please include a redacted credit card statement with your receipt. If a legitimate receipt is unavailable a "Declaration for Lost receipts" form must be completed.
- G. **Personal Travel** If you interrupt or extend your travel to accommodate non-University business, a quote for the expenses related to the University business portion must be provided.
- H. **Per diem Rates** Expenses for meals not included in conference or other registration fees can be claimed as per diems. An extra \$5 per day for incidentals can be included if you travelled in excess of two consecutive nights. Per diems should be listed on a daily basis on the per diem form. Per diems outside of Canada are reimbursed at the US\$ rate. See the full per diem rates outlined in the [Schedule of Reimbursable Expenses](#).
- I. **Vehicle Rentals** Renting a vehicle may be authorized by the Finance Office only when it is the most economical means of transportation or when it is justifiable under special circumstances.
1. You are responsible for contacting the Finance Office to request a vehicle rental. All requests must include written justification as to why a rental vehicle is necessary. Expenses will only be reimbursed for those requests that have been approved by the Finance Office.
 2. When renting a vehicle on University business, DO NOT purchase the collision damage waiver option or the personal accident insurance as the University will not reimburse these.

3. Any additional costs associated with a car rental (e.g. upgrades, GPS, etc.) will not be reimbursed. Expense for an additional driver may be reimbursed based on written justification.
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- J. **International Travel** All claims must be converted to Canadian dollars. If you made a purchase with a credit card, you can submit the original receipt plus a copy of the transaction on your credit card/ bank statement showing the exchange rate. Please include a print-out of the Bank of Canada's Exchange Rate in the currency you used for your travel dates. You may use an average of the dates during your travel, or the exact date of the purchase. If the currency is not available on Bank of Canada, please use XE Currency Exchange, <https://www.xe.com/>
 - K. **Required Signatures** Please sign your travel claim using the Adobe Certified Signature. (Sign as "Claimant")