

## Instructions for Expense Claim

**When to use this form:** This form is to be used to claim reimbursement for expenses paid while travelling on ECU business or Professional Development (include copy of PD Memo). Please read and understand the University Expense Policy and Procedures 7.1 and 7.1.1. Here are a few basic guidelines.

**Per diems:** Current per diem rates are: Breakfast \$10, Lunch \$15, Dinner \$25; \$50 full day total. Gratuities and taxes are included in the established per diems for meal expenses. As per the university travel and business expense policy, per diems are calculated as follows: travel within Canada, in CAD; travel within Euro zones, in EUR; travel within the USA and other international areas other than Euro zones, in USD. If per diems for several days are being claimed, enter each day on its line on one line in the per diem fields.

**Note:** Where meals are provided as part of airline tickets or conference registration fees, etc., the per diem allowance for the provided meals cannot be claimed.

**Entering/Leaving Travel Status Meals:** Daily per diem for meals is allowable according to the following time guidelines:

**Entering Travel Status**

Before 8:00 AM

After 8:00 AM and before 2:00 PM

After 2:00 PM and before 6:00 PM

**Coming Off Travel Status**

After 6:00 AM and before 12:00 PM

After 12:00 PM and before 6:00 PM

After 6:00 PM

**Meal(s) Reimbursed That Day**

Breakfast, Lunch, Dinner

Lunch, Dinner

Dinner

**Meal(s) Reimbursed That Day**

Breakfast

Breakfast and Lunch

Breakfast, Lunch, Dinner

**Incidentals / Miscellaneous:** A per diem of \$10.00 a day while on travel status or Professional Development will be reimbursed without receipts to cover such items as cell phone charges, photocopying, foreign transaction fees and miscellaneous expenses.

**Mileage KMs:** If a personal vehicle was used for Canadian or US travel, enter the number of kilometers traveled on the date indicated. The reimbursement rate per kilometer is fixed at \$0.50/KM. It is intended to cover costs of fuel and maintenance. The employee is to ensure appropriate insurance coverage on their vehicle when used for business and is not a reimbursable expense. Damage to private vehicles is the responsibility of the owner. Expenses associated with parking fines, driving violations and towing/impoundment are the responsibility of individuals driving and are not reimbursable. This applies to private or leased/rented vehicles. The employee is to ensure appropriate insurance coverage on their vehicle when used for business and is not a reimbursable expense. Travel time is not considered to be a reimbursable expense. The total transportation cost cannot exceed the cost of an economy class flight to the same destination. The maximum that will be paid out is the cost of an economy class airfare. (i.e. mileage, meals and lodging cost incurred to get to the destination must be less than or equal to airfare to the destination. Mileage claims must include date, purpose of travel and number of kilometers claimed from point A to point B. Mileage as per Google Maps (<https://www.google.ca/maps>) is to be used for determining mileage travelled. Google map printout required with payment voucher.

**Taxi, Parking:** (Receipts must indicate listing fee, taxes, tip amount, and total are required) Taxis to and from the local airport are acceptable; however, it is expected that the most economical method will be used (i.e. shuttle service, etc.). If the distance is shorter from an employee's home to the airport than from their headquarters, then it is expected this route will be chosen. A maximum of 15% gratuity will be allowed and must be identified on the receipt.

Parking charges at a local airport will be reimbursed for economy and/or long term parking only. Parking receipts for short term or hourly rates that exceed the daily rate will be reimbursed to a maximum of the normal economy daily rate.

**Shared Meal/Taxi Receipts Paid for by Employee:** All names of those who participated in a meal or taxi must be indicated. Indicate with an E or G if participant is an Employee or Guest. I.e.: Kathleen Johnson – E, Peter Smythe – G. Note the purpose of the meal or taxi. This is a requirement from the Ministry for reporting purposes.

**Accommodations:** Receipts required. Information on the hotel rates is available at the government website: <http://csa.pss.gov.bc.ca/businesstravel/>. Ask for the BC Government approved rates. Laundry, mini bar, alcohol, room service, portage, personal expenses, (newspapers, etc.) and personal phone calls are not eligible for reimbursement. Private accommodation may be used instead of commercial accommodation and can be claimed at a per diem rate of \$30.00 per night.

**Foreign Exchange Rate:** If transport, lodging or incidentals were incurred in a currency other than Canadian currency, enter the foreign exchange rate that was charged for the expense, or an average of the exchange rate over the duration of the trip (refer to <https://www.bankofcanada.ca/rates/exchange/currency-converter/> for average rates). A printout of the exchange rate must be provided. AP will confirm and may change the rate if necessary. Proof of the exchange rate that was charged (Credit card statement, etc.) must be provided if the claimant does not choose to use the average rate per the Bank of Canada. Bank of Canada foreign exchange printout required with payment voucher.

**Note:** If, on the same date, some expenses were paid in Canadian dollars and some in a foreign currency, please enter on separate lines of the expense claim form. One currency per line.

### How to Complete Expense Claim Form

1. Enter Claimant's Name. Print or Type only
2. Enter Employee ID Number
3. Enter the Professional Development Number assigned by HR if applicable
4. Enter the Destination of the travel
5. Enter the Departure Date
6. Enter the Time you departed for your trip
7. Enter the Purpose of the trip
8. Enter the Return date
9. Enter the Return time
10. Enter your normal work hours
11. If a private vehicle was used to travel, enter the license plate
12. Info only on kms payable
13. Enter the Month and Year of travel
14. Enter the Day of travel
15. Enter the Location of travel, City and Country
16. Enter Lodging total paid by receipt. Alcohol, mini bar, etc. are not eligible for reimbursement
17. Enter the per diem that was used for meals
  - a. Enter Breakfast amount
  - b. Enter Lunch amount
  - c. Enter Dinner amount that you may be eligible for.
18. Enter the incidentals, miscellaneous amount if applicable
19. Enter the transportation costs if applicable
20. Enter other expenses if applicable
21. Total expenses for day will auto calculate
22. Enter the exchange rate from Bank of Canada or from Credit card statement if applicable
23. Enter the Canadian Total. This will auto calculate.
24. Subtotals will auto calculate.
25. Claim total will auto calculate.
26. Enter the Advance that was taken if applicable
27. Balance due to Emily Carr will auto calculate
28. Balance due to Employee will auto calculate
29. Read the certification of true statement and sign agreeing to it
30. Print your name
31. Enter today's date