

## Travel Checklist

*Please make sure you have fulfilled all of these requirements before submitting a Travel Claim to Financial Services. A travel claim must be submitted within 2 weeks of the date of your return.*

- I. A travel claim must include an **original, completed** application for travel
  - Unless original was already submitted with a request for a travel advance.
- II. A travel claim must be filled out in full.
  - a. 1 claim per trip
  - b. Appropriate signatures
  - c. Name
  - d. Department
  - e. Destination
  - f. Name of Conference/Workshop, etc.
  - g. Dates of travel
  - h. If traveling outside of Canada, all amounts claimed must be converted to CAD dollars.
- III. Must indicate correct account numbers in the “Account Distribution” space provided at the bottom right of the travel claim
- IV. Must indicate prepayments (if any) in the appropriate line on the claim form and deduct that amount from the total amount claimed.
  - Must include the documentation for the prepayment
- V. Each travel expense claimed must be neatly itemized on the lines provided on the claim form.
  - NOTE – Per Diem amounts include GST and all other expenses exclude GST, as indicated on the travel claim form.
- VI. Must provide all **original** receipts for each travel expense claimed.
  - In the case of an airfare expense, you must either have your E-Ticket or Itinerary.
- VII. Must indicate the total expenses paid through your University of Winnipeg Visa Corporate card (if applicable) on the line provided on the claim form.

- Each expense paid through your U of W Visa Corporate card must also be itemized in the lines provided on the claim form.
- VIII. If claiming mileage, you must list all destinations and km in the space provided on the second page on the claim form.
- IX. If traveling outside of Canada, you must indicate your rate of exchange being used and provide proof of that rate.