TRAVEL EXPENSE CLAIM CHECKLIST

1. Trip Overview

- ☐ **Pre-Approved Travel Request / Authorization**
- ☐ **Travel Itinerary** (flight/train details, dates, destinations)
- ☐ **Trip Agenda / Purpose of Travel** (meetings, conferences agenda, site visits)

2. Transportation Air / Rail / Bus receipts

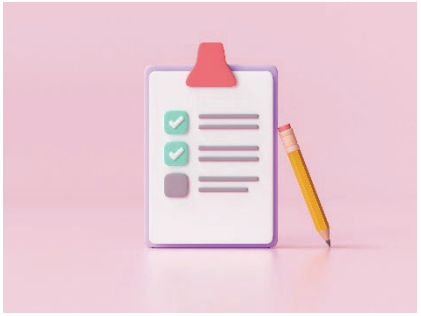
- ☐ **Boarding Passes** (all legs of travel)
- ☐ **Ticket / E-ticket Receipt** (showing fare and payment)

Car / Ground Transportation

- ☐ **Taxi / Ride-hailing Receipts** (Uber, Lyft, Grab, etc.)
- ☐ **Car Rental Agreement & Receipt**
- ☐ **Fuel Receipts** (if applicable)
- ☐ **Mileage Log** (if claiming personal vehicle use including a google map of the kms travelled)

3. Accommodations

- ☐ **Hotel Invoice / Folio** (itemized, showing stay dates)
- ☐ **Proof of Payment** (if not shown on invoice)



TRAVEL EXPENSE CLAIM CHECKLIST CONTINUED

4. Meals & Incidentals

•☐ **Meal Receipts** (not required if claiming per diem amount outlined in the WUFA agreement)

•☐ **Incidentals Receipts,** such as:

- ☐ Baggage fees
- ☐ Internet/Wi-Fi charges
- ☐ Business calls
- ☐ Dry cleaning

5. Other Expenses (if applicable)

•☐ **Conference / Event Registration Receipt**

•☐ **Visa Fees & Supporting Documents**

•☐ **Travel Insurance Receipt**

6. Foreign Currency Charges

☐ **Currency Conversion Details** (Oanda.com or credit statement)







WUFA RATES and KM ALLOWANCE

Travel Information | Resources | WUFA

Travel Information

Travel Allowance/Per Diem

Members who travel for University purposes can claim the following amounts in Canadian dollars, per day, as per Article I.8 (If you are travelling in the USA or elsewhere, WUFA strongly recommends that you discuss and agree upon the exchange value for the Canadian dollar in advance of your travels with your Head or Dean to accommodate the difference in monetary value when submitting travel costs. Some AAU's already have this understanding, others do not.)

Table I.8: Per Diem Amounts

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Breakfast	$14.00	$15.00	$16.00	$17.00	$17.00	$17.00
Lunch	$22.00	$22.00	$22.00	$22.00	$22.00	$22.00
Dinner	$37.00	$39.00	$41.00	$43.00	$43.00	$43.00
Incidentals	$17.00	$17.00	$17.00	$17.00	$17.00	$17.00
Totals	$90.00	$93.00	$96.00	$99.00	$99.00	$99.00

Car Allowance

Article K - Effective July 1, 2021 the University shall reimburse each member at the rate of fifty five cents (55¢) per kilometre for each kilometre driven in a private car in the course of her/his authorized University travel. If you use your own vehicle, it is important to note the following under Article I:

WHEN TO EXPECT REIMBURSEMEN



- ✓ Once the approvals reach Accounts Payable, an audit is done to ensure expenses are compliant with policies and all documentation required is attached to the expense claim

- ✓ Once approved by Accounts Payable, it is ready to pay in the next payment run. Payment runs occur biweekly on Wednesdays and run through an accounting payment audit. All payments are part of these runs including invoices

- ✓ Once all levels of approvals are obtained, the file is uploaded to the bank and the expenses are reimbursed. Depending on volume of transactions, the process can take between 2-4 weeks for reimbursement from the time it is received in Accounts Payable.

- ✓ Common reasons for delays in payment include:
  - ✓ Improper or missing documentation
  - ✓ Expenses claimed are not in compliance to policies
  - ✓ Improper tax coding
  - ✓ Improper manual changes to GL string when charging projects