

EXPENSE REIMBURSEMENT –CHECKLIST

NAME OF CLAIMANT: _____

DATES OF TRAVEL/ PURCHASE: _____

LOCATION OF TRAVEL/PURCHASE: _____ Currency _____

PURPOSE OF TRAVEL/PURCHASE: _____

AMOUNT TO BE REIMBURSED: _____

DATE OF SUBMISSION: _____

SIGNATURE OF CLAIMANT: _____

PLEASE NOTE:

For quicker processing times, it is recommended that you scan all of your receipts/ documents and email them to the Program Coordinator at peded@mcmaster.ca . You may also use the below as a guide to ensure that you are not missing anything which would make your expense report incomplete. Thank you.

FLIGHTS

_____ Flight itinerary showing flights and cost

_____ Credit card statement or bank statement with the same associated flight cost on itinerary

_____ Boarding passes or letter stating electronic check in used

_____ Lost boarding passes letter, stating lost and won't be claimed elsewhere if they are lost

TRAVEL BY CAR

_____ Google map showing clearly start and finish and mileage claimed (X2 if return)

_____ Itemized receipt for car rental and credit card statement or bank statement with the same associated car rental costs

_____ Itemized receipt for gas mileage

_____ Itemized receipt for parking, if it is being claimed

TRAVEL BY TRAIN/TAXI/LIMO

_____ Itemized receipt for train/limo/taxi (card from taxi driver with amount on it is fine)

_____ Credit card statement or bank statement with the same associated train/taxi/limo cost

HOTEL/ACCOMMODATIONS

_____ Hotel Folio

_____ Credit card statement or bank statement with the same associated hotel costs

_____ Itemized receipt for room service if being claimed

_____ Itemized receipt for hotel restaurant meal if being claimed, with attendees and reason for the meeting

CONFERENCE REGISTRATION

_____ Itemized receipt

_____ Credit card statement or bank statement with the same associated registration costs

_____ Certificate of attendance