



The following documents are required to process your claim and should be submitted electronically in **ONE** file:

PGME Expense Description
PGME Expense Summary Form

Flight receipt/itinerary

- All air fare receipts must show the flight itinerary and proof of payment
- Reimbursement will not exceed the equivalent of economy fare by the most direct route. Any additional costs such as stop-overs for personal reasons will not be eligible unless proof of a price comparison to ensure cost effectiveness is obtained **prior** to departure and submitted with the claim. It is expected that the price comparison not exceed the economy fare by the most direct route.
- Reimbursement for flights purchased with points are ineligible

Receipts

- Accounts payable requires **itemized** receipts for all meals including any in room dining service charges
- Hotel receipts must show payment and a \$ 0.00 balance
- Proof of payment is required for all online vendors such as Expedia.ca, Hotels.com, etc. in the form of payment details on the receipt or a credit card statement showing the payment

Boarding passes

- Required **unless** at least one of the following is submitted *with the flight itinerary/receipt* for proof of attendance:
 - Ground transportation receipt (taxi, train, bus, etc.)
 - Hotel receipt (online vendor receipts are not acceptable)
 - Meal receipt
 - Confirmation of conference attendance

Meeting/Conference Agenda

Please Note:

- **Meal Expenses** can be claimed by providing *either* the actual itemized meal receipt or by using the meal per diem rate. Although claimants may choose either expense type over the course of their event, only one type can be used each day. Meal per diems will be adjusted according to the flight itinerary and for any meals provided at the conference. Meal per diem rates are:

	Travel in Canada	Travel in the USA	Travel outside of North America
Daily Rate:	\$CAD 51	\$USD 51	\$CAD 75
Breakfast	\$12	\$12	\$18
Lunch	\$14	\$14	\$21
Dinner	\$25	\$25	\$36

- **Shared Accommodation** - It is preferred that each claimant have their own receipt. In the event that is not possible, the receipt must be supported by proof of payment either by a confirmation email from the original receipt holder, e-transfer, etc.
- **Mileage** at the rate of \$ 0.50 per kilometer can be reimbursed for use of a personal vehicle. Claimants should submit a Google map indicating the mileage with their claim and calculate the expense accordingly.
- **Foreign Currency** - Expense receipts submitted in foreign currency will be reimbursed in accordance with the [Bank of Canada 10 Year Currency Converter](#) rate for the date the expense occurred. If the Bank of Canada website does not provide an exchange rate for a currency or recent rates are not posted, then refer to <https://www.oanda.com/> with the applicable page from the website attached to the expense claim. Alternatively, claimants may include a credit card statement that indicates the exchange rate and charge for the expense.

All expense reimbursements must adhere to the University of Calgary Travel and Expense Regulations and Guidelines. To view the Travel and Expense Handbook, please go to:

<https://www.ucalgary.ca/finance/files/finance/ap-travel-and-expense-reimbursement-handbook.pdf>