

# McGILL UNIVERSITY / RI-MUHC TRAVEL GUIDELINES FOR VISITING SPEAKERS

## Visiting claimant form:

Speakers must complete a **Visiting Claimant Form** (provided) and submit **original** receipts.

A copy of your **credit card** statement is required for all charges on a credit card (including taxis, meals, airfare, etc...)

## TRAVEL (Air/Rail/Bus):

- All travel arrangements must be economy class (non-refundable). **No business class tickets will be reimbursed.**
- All trip-related expenses must be incurred within the start and end date of the conference/travel dates. Travel that includes costs which are not a necessary consequence of travel on behalf of the University such as stopovers and trip extensions is considered personal and will not be reimbursed. Therefore, if stopovers or extensions are necessary, please provide a travel quote for the Meakins visit/business portion of the trip only.
- Provide E-ticket receipt showing claimant's name, itinerary, cost of ticket and payment. The claimant must also provide a credit card statement showing payment.
- Boarding passes must be provided. Originals are preferred; however, printed copies of e-boarding passes will be accepted.
- No advance seat selection or other type of upgrade will be reimbursed without prior permission from the Meakins Christie Labs.
- Any travel expenses to be reimbursed directly to your institute, in lieu of you, we will require an official invoice from your institute.

## Car Rental:

If you rent a car, please provide original paper receipt. Receipt must indicate the claimant's name, cost and payment. Total must not exceed equivalent rail or economy airfare.

## Personal Car:

If a personal car is used, provide map/driving directions which clearly indicate distance travelled. You will be reimbursed per km (rate determined by McGill/RI-MUHC ~0.57¢/km). You cannot claim both mileage and gas. Total must not exceed equivalent rail or economy airfare.

## Accommodations:

Hotel bookings will be arranged by the RI-MUHC. Authorized charges will cover room and tax. Payment will be arranged by the RI-MUHC directly. Incidental expenses (minibar, movies, long distance calls, etc) will be billed to guest and cannot be reimbursed.

## Meals:

Please provide original **detailed** paper receipts. Meals provided by the host institution cannot be reimbursed. Per diem rates set by McGill/RI-MUHC will be applied when necessary.

## Ground transportation:

For taxi and parking expenses, please provide original paper receipt. Limo taxi services will not be reimbursed.

## Incidentals:

Incidental room charges and personal expenses will not be reimbursed.

## Missing receipts:

Expenses with missing/lost receipts cannot be reimbursed.

## Deadline for submission:

Expenses must be submitted within 30 days from the return date of the trip.