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**Name:** **Expense Reporting and Reimbursement Procedure**

Policy Number: 4-3002

Origin: Financial Services

Approved: 1 March 1993

Issuing Authority: Senior Director, Financial Services

Responsibility: Manager, Procure to Pay Services

Effective Date 2019-OCT-21

Revision Date(s): 1997-JUL-01, 2007-SEP-01, 2011-JUL-01, 2019-OCT-21

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**General:**

Eligible expenses for University related purposes shall be reimbursed in accordance with University Policy.

**Reimbursement Report:**

The [Reimbursement Form](#) is to be used for all University travel and the reimbursement of University related out-of-pocket expenses, such as hospitality or other reimbursements.

It is the claimant's responsibility to submit an accurate and complete Reimbursement Form. Incomplete or inaccurate reports will be returned to the Approver, causing delays.

In all cases, a complete, authorized and signed Reimbursement Form is to be submitted to Financial Services within 10 business days of return to ensure expenses are recorded in a timely fashion.

Submit **original** receipts, boarding passes, proof of exchange rates and for hospitality, include the purpose and names of all persons for which the expenditures were incurred as required. Photocopies are not acceptable. When reservations are made electronically and original receipts are electronic, the University reserves the right to request proof of payment.

**Where a travel advance exceeds** expenditures, the excess must be repaid to Saint Mary's University at the time the Reimbursement Form is submitted. Do not forward cash with the report.

**Required Documentation:**

Type of Expense	Documentation Required
Air Transportation	<p>It is the responsibility of the traveler to provide the necessary proof of air travel. Acceptable documentation to support proof of travel would include at least one of the following:</p> <ul style="list-style-type: none"> <li>• a boarding pass (paper or printed copy of the image of an electronic boarding pass, that clearly indicates flight information), or</li> <li>• a hotel invoice at the travel destination, or</li> <li>• taxi/transit receipts to/from the airport destination, or</li> <li>• a record of conference attendance</li> </ul> <p>If there is no other documentation available that supports proof of travel to the destination, the traveler must include a signed statement attesting that they reached the destination(s) using the flight cost(s) claimed.</p>
Hotels	Detailed hotel bill. If booking is made electronically through a third party and the detailed hotel bill is not available, a copy of the online booking is required.
Hospitality	Detailed restaurant bill <b>plus</b> credit card or debit receipt. Purpose of hospitality and list of names who attended.
Personal Car Usage	See <a href="#">4-3005 Travel – Use of Personal Vehicle</a>
Rental Car	See <a href="#">4-3012 Travel – Use of Rental Vehicle</a> and <a href="#">Rental Vehicle Insurance Summary</a>
Registrations	In the event you add the registration cost, include the detailed Registration form and proof of payment.
Other Expenses	Original Receipts
Cell Phone Charges	Business calls made on personal cell phones can be claimed by submitting a detailed phone statement. They must be identified on the statement.
Per Diems when no travel related expenses claimed	Proof of Travel: i.e. Boarding passes, gas receipts, rental car agreement

**Approvals:**

Authorization – Required for each FOAP; submit when all accounts are authorized

Type of Account or FOAP	Authorization Required
Tri Council grants – NSERC, SSHRC, CIHR	2 Signatures – Grant Holder and Department Head*
Non Tri Council Grants	Grant holder
Operating Budgets	Department Head*

\*If the individual requesting the advance is a Department Head or higher, the request must be approved by a level one up from the individual.

**Forms:**

Forms and supporting documents are available on SMUport and Financial Services webpage.  
(<http://smu-web5.smu.ca/pages/financial-services/internal-forms.php>).

(<https://smu.ca/about/financial-services-forms.html>).

**Third Party Recoveries:**

Where expenses are recoverable from a third party the University will assist the employee and advise on how to invoice the third party for payment. Where the 3<sup>rd</sup> Party requires original receipts, Financial Services will provide a certified copy.