

## Travel Report Information

**Documentation is required for all travel reimbursements.**

**Please remember, actual receipts are needed for itemization. Credit card slips or statements are **NOT** considered receipts.**

**If you wish to fill out the on-line form, please do not get it signed by your supervisor until it has been verified by his/her secretary.**

**Please include all relevant receipts.**

- Flight boarding passes are absolutely necessary, please make sure you present all.
- Travel agent receipt and itinerary, or e-ticket.
- Conference fee receipts
- Taxi, Subway, Shuttle, Bus etc.
- Hand written taxi receipts must be dated and signed by the driver. Otherwise a missing receipt form will have to accompany the receipt
- Conference itinerary/program
- Hotel (room costs and taxes only)

**Please complete legibly and turn in with your required documentation:**

1. Full name:

2. Staff or Student number:

3. Mailing address (campus address preferred, but not essential.)

4. Destination

5. Purpose: FULL Conference title, dates e.g. CCS 2008, Canadian Computing Symposium, Jun 5-7 2008.

6. Why you attended: Attending, presenting paper, (Please give title of paper) attending member, etc.

7. Relationship to account holder i.e. Self, Student, Co-investigator other (if "other" please explain.)

8. Did you receive the \$300 Graduate School Travel Award? Y/N

10. Please provide any additional information you feel would help in completing your travel claim. Use the back of this form.

**NOTE:**

- \* Receipts are required for all meals. Per diem claims are not allowed. Maximum daily meal allowance is \$71.30.
- \* For foreign per diems meals, the treasury Board amounts apply. **Web Site: [www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/temp/d\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/temp/d_e.asp)**
- \* Please note some accounts at Queen's do not allow reimbursement for tips and gratuities.
- \* Receipts for visitors and foreign visa fees may be claimed if you require them to travel.
- \* Exchange rate for foreign travel. You can use the rate you paid if documented. If not documented you may use the current rate. **Web site: [www.xe.com/ucc/](http://www.xe.com/ucc/)**
- \* This sheet does not contain all information relevant to travel claims. When in doubt, save the receipt!