CHECK LIST FOR STUDENT TRAVEL
Please check each box after completion of each step. Please print and attach a copy to the Travel Expenses Reimbursement form before submitting to the BMI office

TRAVEL EXPENSES REIMBURSEMENT

☐ Complete a Request for Reimbursement of Travel Expenses
   http://www.uottawa.ca/financial-resources/accounting/
   A separate Request for Reimbursement of Travel Expenses form is required for each area of travel (Harmonized and non-harmonized provinces, United States, abroad).
☐ Attach original receipts (itemized receipt and proof of payment) for expenses claims (airfare, accommodation, food, transportation) taped and numbered (not stapled) on a blank sheet of paper
☐ Attach your boarding passes
☐ Complete a Travel Missing Receipt form if proof of payment or itemized receipts are not available. This form must be signed by your supervisor
   http://www.uottawa.ca/financial-resources/accounting/
   Copies of bank or credit card statements are acceptable to show exchange rate paid and also as proof of payment. Use the Bank of Canada exchange rate as the exchange rate if bank or credit card statements are not available
   http://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/
☐ Attach proof of conference attendance such as conference badge or agenda
☐ Attach a copy of your Travel Pre-approval form and (if you have been awarded a travel grant from the Graduate and Postdoctoral Studies Office) please attach a copy of the email you have received from them
☐ Sign the Travel Expenses Reimbursement form
☐ Obtain your supervisor’s signature on the Travel Expenses Reimbursement form
☐ Bring all documents to the BMI Administrative Office (RGN 4103)

The Administrative personnel will review the completed forms, advise the student of any errors or omissions and bring the completed forms to the Finance department for Processing

*Note: To simplify the scanning of your documents please attach each receipt with a sticky tape on an 8 ½ x 11 sheet of paper. To simplify the verification process, please itemize /number each of your receipt and cross-reference each of them to the specific line on your travel expenses form

Updated September 2018