

Travel and expense checklist

Before Travel

- Obtain approval prior to making travel arrangements by completing the Travel Authorization Form or an email approval for travel.
- Complete Travel Advance form for cash advance (in Canadian funds), obtain approval and forward the form to Accounts Payable five business days prior to date required.
- Make travel arrangements after receiving approval.
- Obtain approval and purchase additional health insurance, as appropriate, before out-of-country travel.

During Travel

- Retain original, itemized receipts for expenses incurred except if meal allowances will be claimed. These receipts must accompany claims.
- Submit electronic copies of itemized receipts for electronic claims
- If a receipt is lost, or a detailed receipt is not provided, complete a "[Missing Receipt Form](#)", obtain approval and attach the approved form with the expense claim. Forms are available on [MySeneca](#).
- Payment of tips/gratuities can be submitted with a credit card slip and itemized receipt for meal reimbursements. If a credit card receipt is not available, an approved missing receipt form will be accepted. The maximum allowable tip/gratuity should be reasonable.
- If using a personal vehicle for business travel, record the actual kilometres driven in the course of business travel with personal vehicle for reimbursement claims (see Appendix B-Kilometre Reimbursement Rates).

After Travel

- Complete and submit expense claims for approval within 15 days of the completion of travel.
- Attach scanned copies of all receipts and slips, including the travel authorization, to your supervisor. Note, airline/train ticket/boarding passes scanned receipt must be submitted with the travel expense claim.
- If a receipt is lost, or a detailed receipt is not provided, complete a "[Missing Receipt Form](#)", obtain approval and attach the approved form with the expense claim.
- Reconcile a cash advance on the expense report form.
- Report all transactions in Canadian funds; all funds owing to the employee will be reimbursed in Canadian funds.
- If incurring expenses in foreign currencies, convert to Canadian funds; provide scanned receipts outlining conversion rates.