Expense Report Guidelines for Graduate Student Travel
Department of Psychology – December 2018

• Examples of expense forms are included at the end of this document

• Please fill out expense reports online: MyConcordia portal > Financial Services

• For the required supporting documents, please consult the hyperlink “Reimbursement Checklist” in the online form

• In addition, students need to provide a copy of the letter indicating FAS travel funding approval (sent by Lori Dupuis)

• For additional information you may consult:
  o The Travel and Conference Policy
  o The Travel and Conference Handbook
  o The Online Expense Reimbursement Forms User Guide

Filling out the Expense Report Form

• Do not include travel expenses covered by funds from the School of Graduate Studies (SGS)

• Use your employee ID if you have one. If not, use your student ID

• Itinerary – indicate the city & state or country and name of conference or research project

• Description - Airfare, train, hotel, food, local transportation, etc
  o If you have charged your airfare or trainfare using a travel voucher
    ▪ Do not include this expense on the form
    ▪ Do check the “travel voucher” box in Mandatory Information for Travel
    ▪ Do attach your boarding passes to confirm that you took the trip
  o If you have FAS and Department funding:
    ▪ Start with the largest expense and deduct the FAS amount ($375 or $500);
- If there is a remainder, apply it to the next largest expense, until the full amount is used
- Next, use the Departmental contribution ($125) until it is used
- Any remaining expenses are charged to your supervisor’s research grant

- **Fund/Org code**
  - For expenses charged to FAS, the fund code is **STUDE1**
  - For expenses charged to the Department, the fund code is **DEP111**
  - For expenses charged to your supervisor’s grant, ask them for the fund code

- **Account codes** – codes for different categories of expenses
  - Consult hyperlink “Codes” on the online form for a full list of account codes

- **Other currency** – if the receipt for the expense is in another currency
  - Indicate the amount on the receipt and the currency (US dollars, Euros, etc.)
  - If you have a credit card statement showing the cost in Canadian dollars, attach it to the expense report and list the transaction under the Canadian currency header.

- **Exchange rate**
  - Use the rate for the date on the receipt for the expense.
  - Use https://www.xe.com/currencytables/ or https://www.bankofcanada.ca/rates/exchange/currency-converter/ or https://www.oanda.com/currency/converter/ (optional; you can use other exchange rate websites)
  - Print the webpage and attach as proof.

- **Canadian currency**
  - list the amount of the expense based on the appropriate exchange rate

- **Tax code** – do not fill in

- **Mandatory information for research travel** – see examples below
  - Indicate if a travel voucher or another expense report was submitted for the same trip
• Signatures – see examples below
  o Claimant – you must sign
  o Approval
    ▪ Department funds – the Chair must sign
    ▪ Supervisor funds – supervisor must sign
    ▪ FAS funds – Dean’s office will sign

Example 1: Domestic Conference Travel (Toronto)

• Money received from awards

<table>
<thead>
<tr>
<th>Faculty of Arts &amp; Science</th>
<th>$375.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Psychology</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$500</strong></td>
</tr>
</tbody>
</table>

• Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Canadian dollar</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare prepaid by supervisor (travel voucher)</td>
<td>$495.00</td>
<td><strong>Do not include this expense on the form. You cannot claim this expense because it was already prepaid by your supervisor</strong></td>
</tr>
<tr>
<td>Hotel accommodation</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Per Diem Meals ($54 CAD x 5 days)</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td>Conference Registration</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1300.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

• Calculating
  o Start with the largest expense, use the FAS amount: **375 – 350 = 25**
  o Apply the remainder amount (25 dollars) to the next largest expense: **270 – 25 = 245**
  o Use the Departmental amount (125 dollars): **245 – 125 = 120**
  o The rest of expenses charged to your supervisor’s research grant: **120 + 130 + 55 = 305**
**Filling out the expense report**

Itinerary (if applicable): Canadian Development Psychology Conference, Toronto, Ontario. Canada

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Fund/Org Code</th>
<th>Account Code</th>
<th>Other Code</th>
<th>Other Currency</th>
<th>Type</th>
<th>Exchange Rate</th>
<th>Canadian Currency</th>
<th>Tax Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Sep-2018</td>
<td>Hotel Accommodation</td>
<td>STUDE1</td>
<td>706AC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>20-Sep-2018</td>
<td>Per Diem Meals (invoice total: $270.00) only claiming $25.00</td>
<td>STUDE1</td>
<td>706PD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>20-Sep-2018</td>
<td>Per Diem Meals balance $125.00</td>
<td>DEP111</td>
<td>706PD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>20-Sep-2018</td>
<td>Per Diem Meals balance $120.00</td>
<td>Supervisor’s grant fund code</td>
<td>706PD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>03-Sep-2018</td>
<td>Conference Registration</td>
<td>Supervisor’s grant fund code</td>
<td>706RG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>20-Sep-2018</td>
<td>Taxi</td>
<td>Supervisor’s grant fund code</td>
<td>706LT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
</tbody>
</table>

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Attend Developmental Psychology Conference
Start date: 20-Sep-2018
End date: 24-Sep-2018

Destination: Toronto, Ontario, Canada
Affiliation to Research grant: Student

Itinerary attached: Yes
Program or prospectus attached: Yes

*Please state if any expenses pertaining to this trip have already been claimed: Revised by (F/S Use Only)

Expense report (expense report #:)

☐ Travel Voucher

Claimant’s Signature: ______________________       Total:       $ 805.00
Approval Name: __________________________       Less Advances
Approval Signature: ________________________       Less Prepaid Air/Train Fare
Department Name: ___________________________       Amount due to Claimant        $ 805.00
Example 2: International Conference Travel (Indianapolis, Indiana, USA)

- Money received from awards

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts &amp; Science (FAS)</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td>Department of Psychology</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>School of Graduate Studies (SGS)</td>
<td>$1000.00</td>
<td>Do not include travel expenses covered by funds from SGS on the form</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1500.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>US dollar</th>
<th>Exchange Rate</th>
<th>Canadian dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$459.33</td>
<td>1.3111</td>
<td>$602.23</td>
</tr>
<tr>
<td>Per Diem Meals ($54 USD x 5 days)</td>
<td>$270.00</td>
<td><strong>1.3007</strong></td>
<td>$351.19</td>
</tr>
<tr>
<td>Hotel accommodation (shared room)</td>
<td>$180.00</td>
<td>1.3111</td>
<td>$236.00</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>$120.00</td>
<td>1.3514</td>
<td>$162.17</td>
</tr>
<tr>
<td>Conference Membership</td>
<td>$70.00</td>
<td>1.3514</td>
<td>$94.60</td>
</tr>
<tr>
<td>Taxi</td>
<td>$40.00</td>
<td>1.3453</td>
<td>$53.81</td>
</tr>
</tbody>
</table>

* Note: Regarding Per Diem Meals, you do not have to use exchange rates for different days of the whole trip, you can just use one average rate. To calculate the average rate, you can go to Bank of Canada Currency Converter

See below for an example:
Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

**Amount and Currency**

*Amount*

1.00

*From*

US dollar

*To*

Canadian dollar

**Dates**

*Select date range*

Custom dates

*Start (or single date) *

2018-10-08

*End date*

2018-10-12

Convert

**US dollar → Canadian dollar**

<table>
<thead>
<tr>
<th>Exchange rate summary</th>
<th>2018-10-09</th>
<th>1.2965</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>2018-10-08 – 2018-10-12</td>
<td>1.3007</td>
</tr>
<tr>
<td>High</td>
<td>2018-10-11</td>
<td>1.3038</td>
</tr>
</tbody>
</table>
• Calculating
  o Start with the largest expense and deduct the FAS amount: $602.23 – 375 = 227.23
  o Use the Departmental amount (125 dollars): $227.23 – 125 = 102.23
  o The rest of expenses covered by SGS award (1000 dollars): $102.23 + 351.19 + 236 + 162.17 + 94.60 + 53.81 = 1000 (Do not include these expenses on the online form. You cannot claim these expenses because they are covered by your $1000 SGS award)

• Filling out the expense report

  Itinerary (if applicable): Annual Meeting of the Society for Research in Psychopathology, Indianapolis, Indiana, USA

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Fund/Org Code</th>
<th>Account Code</th>
<th>Other Currency</th>
<th>Type</th>
<th>Exchange Rate</th>
<th>Canadian Currency</th>
<th>Tax Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-Oct-2018</td>
<td>Airfare (Invoice total $602.23) only claiming $375.00</td>
<td>STUDE1</td>
<td>706AR</td>
<td>286.02</td>
<td>USD</td>
<td>1.3111</td>
<td>$375.00</td>
<td></td>
</tr>
<tr>
<td>08-Oct-2018</td>
<td>Airfare balance $125.00</td>
<td>DEP111</td>
<td>706AR</td>
<td>95.34</td>
<td>USD</td>
<td>1.3111</td>
<td>$125.00</td>
<td></td>
</tr>
</tbody>
</table>

MANDATORY INFORMATION FOR TRAVEL

Purpose of Trip: Attend Research in Psychopathology Conference Start date: 08-Oct-2018 End date: 12-Oct-2018

Destination: Indianapolis, Indiana, USA Affiliation to Research grant: Student

Itinerary attached: ☐ Yes ☐ NA Program or prospectus attached ☐ Yes ☐ NA

*Please state if any expenses pertaining to this trip have already been claimed: Revised by (F/S Use Only)

□ Expense report (expense report #:) □ Travel Voucher

Claimant’s Signature: ______________________ Total: $500.00
Approval Name: ___________________________ Less Advances
Approval Signature: ______________________ Less Prepaid Air/Train Fare
Department Name: ________________________ Amount due to Claimant $500.00