



**TRAVEL EXPENSE CLAIM (Including prepaid expenses by CMC)**

(See Reverse for Instructions Regarding this claim)

CMC Use Only

Location(s) of Trip(s): \_\_\_\_\_ R/O# \_\_\_\_\_  
 Purpose of Visit(s): \_\_\_\_\_ R/O# \_\_\_\_\_

Nature of Business Expense	Date	Date	Date	Date	Date	Date	Total Can \$
Airfare/Rail							\$ -
Car Rental							\$ -
Bus/Taxi/Subway (local travel)							\$ -
Personal Auto ____ km @.48 =							\$ -
Accommodation (hotel/other)							\$ -
Meals							\$ -
*Miscellaneous (see below)							\$ -
<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\* Explanation of miscellaneous expense: telephone, parking, currency exchange, etc.  
 Explanation: \_\_\_\_\_

	<b>Total Trip Expense</b>	\$ -
<b>Traveller's Name</b> _____	LESS: Prepaid by CMC	\$ -
<b>Please send cheque to:</b> _____	<b>Sub-Total Claimed</b>	\$ -
Address: _____	Less: Travel Advance Received	\$ -
_____	<b>Balance Claimed (Returned)</b>	\$ -
_____		

**This is to certify that the above expenses were incurred by me while on CMC business:**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Project Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (or higher signing level where appropriate)

**OFFICE USE ONLY:**

Date	Authorized Signature (Treasurer)	Accounts to be Charged	Amount
			\$ -
			\$ -
	<b>TOTAL Expenses Claimed</b>		\$ -

Amount of GST/HST Eligible for a Rebate Included Above \$ -

The CMC Travel Procedure is in accordance with the CMC Travel Policy dated June 23, 1993 and approved by the Executive Committee of the Board. All internal travel will be arranged through CMC's travel coordinators with CMC's travel agency. All CMC external travellers will be offered travel arrangements through CMC's travel agency (Merit at 1-800-881-2375, ext. 7220) and are strongly encouraged to use this service. Should the traveller make other arrangements which result in higher costs, CMC is obligated to reimburse only the reasonable lower cost alternative.

### Summary of Travel Procedure

1. The traveller has a responsibility to make the most economical arrangements for transportation/ accommodation (this includes advance booking fares, promotional packages, Saturday night stays where possible, etc.).
2. **Air/Rail/Bus/Local Travel** - reimbursed at the economy rate (exception of business class for health reasons only and first class travel by train during a meal time is acceptable. **Boarding passes must accompany e-tickets**).
3. **Rental Vehicles** - are an allowable expense if it is the most cost-effective method of transportation. (Note: parking tickets and traffic tickets are **not** allowable expenses).
4. **Personal Automobile** - when used out of personal preference on approved CMC business for round trips under **600 km**, reimbursement will be at a rate of 48.0 cents per km.
5. **Other Accommodations** - travellers staying with relatives or friends may claim \$40/evening in lieu of accommodation expense.
6. **Meals** - reimbursement is based on **actual** receipts for items >\$10.00. All **reasonable** expenses will be reimbursed. The daily maximum is \$60. Suggested guidelines are: \$12 for breakfast, \$16 for lunch, \$32 for dinner.
7. **Personal Items** - claims will **not** be accepted for personal items, for example, in-room movies, and expenses incurred by individuals not related to CMC business or activities.
8. **Miscellaneous Items** - must be explained in the space provided - **currency conversion cost**:- indicate amount converted, rate and date.
9. Where a hotel bill lists other charges in addition to room charges (meals, etc.) they **do not** need to be shown separately on the claim form.
10. **Documentation** - any expenditure of more than \$10 must be supported by an original invoice, receipt or credit card slip which indicates the amount spent, nature of expenditure, and recipient of payment (credit card receipts, Interac receipts, credit card statements, cancelled cheques and photocopies of receipts are **not** acceptable).
11. All prepaid travel receipts (e.g., air/hotel/registration) must be attached.
12. Claims must be signed by the claimant and approved by the person responsible for the project plus the Treasurer.
13. Please allow 15 working days for claims to be processed. Direct inquiries to the attention of the Financial Assistant:

by e-mail: [finance@cmc.ca](mailto:finance@cmc.ca)

by phone : (613) 530-4699

14. **Please mail claims to:**

945 Princess Street, Building 50  
Innovation Park at Queen's University  
Kingston, Canada K7L 3N6