

EXPENSE REIMBURSEMENT –CHECKLIST

NAME OF CLAIMANT: _____

DATES OF TRAVEL/ PURCHASE/ROTATION: _____

LOCATION OF TRAVEL/PURCHASE/ROTATION: _____ Currency _____

PURPOSE OF TRAVEL/PURCHASE/ROTATION: _____

TOTAL AMOUNT TO BE REIMBURSED: _____

DATE OF SUBMISSION: _____

SIGNATURE OF CLAIMANT: _____

PLEASE NOTE: For quicker processing times, it is recommended that you scan all of your receipts/ documents and email them to the Program Coordinator at peded@mcmaster.ca . You may also use the below as a guide to ensure that you are not missing anything which would make your expense report incomplete. *** Please note that reimbursement for expenses **must be submitted within 60 days of the purchase or within 60 days of the end of the rotation** if submitting travel expenses for mandatory rotations or MacCARE electives.

Thank you

FLIGHTS

_____ Flight itinerary showing flights and cost

_____ Credit card statement or bank statement with the same associated flight cost on itinerary

_____ Boarding passes or letter stating electronic check in used

_____ If the boarding pass has been lost, attached is the “missing receipt authorization” which can be found at <http://www.mcmaster.ca/bms/forms/Missing%20Receipt%20Authorization.pdf>

TRAVEL BY CAR

_____ Google map showing clearly start and finish and gas claimed (X2 if return)

_____ Itemized receipt for car rental and credit card statement or bank statement with the same associated car rental costs

_____ Itemized receipt for gas

_____ Itemized receipt for parking, if it is being claimed

TRAVEL BY TRAIN/TAXI/LIMO

_____ Itemized receipt for train/limo/taxi (card from taxi driver with amount on it is fine)

_____ Credit card statement or bank statement with the same associated train/taxi/limo cost

HOTEL/ACCOMMODATIONS

_____ Hotel Folio

_____ Credit card statement or bank statement with the same associated hotel costs

_____ Itemized receipt for room service if being claimed

_____ Itemized receipt for hotel restaurant meal if being claimed, with attendees and reason for the meeting

CONFERENCE REGISTRATION

_____ Itemized receipt

_____ Credit card statement or bank statement with the same associated registration costs

_____ Certificate of attendance

MANDATORY PROGRAM ROTATIONS (i.e. BRAMPTON or NIAGARA community rotation)

_____ **407 ETR bill** for travel for the duration of the block, **if the resident uses a 407 transponder for Brampton rotation** (the program will cover the leasing fee of the transponder for the duration of the block). At the end of the rotation please submit a copy of the 407/ETR bill, along with a copy of your credit card statement showing proof of payment

_____ **Gas with receipts** (with the bank/credit card statement showing the same amounts). The dates of when fuel was paid for must be within the time of the rotation or up 1 day prior (Example- filling up the day prior to the start of the rotation)

***Please note that the program will not cover parking and mileage costs for the rotation**

Revised March 10, 2017