Travel Checklist – C&O	
	Review [University of Waterloo Policy 31 and Guidelines](#)

	Speak with your Supervisor; understand funding coverage and sources.
	
	   ✓ PI/Supervisor grant
	   ✓ Graduate Student Research Dissemination Award [GSPA GSRDA, $500 in-person conferences, $250 virtual]
	   ✓ C&O GSRDA Match [$500 GSPA, CO $500]

	Set-up Concur Account ✓ make appointment with Administrative Coordinator [Gen Belford, codept@uwaterloo.ca] 3 weeks prior to departure to set up account and review reconciliation requirements.

	Book Travel … well in advance of trip to secure lowest economical fares.
	
	Airfare, ensure that:
	
	   ✓ airfare, is economy class only – coach/standard/flex.
	   ✓ arrival and departure dates are 1 day before and 1 day after the conference dates.
	   ✓ flight cancellation insurance is booked.
	   ✓ if extending trip for personal days, secure a cost comparison for direct flight at the time of booking.

	Book Conference Registration
	Book Accommodation
	Obtain Cash Advance – for all out-of-pocket expenses incurred <u>before</u> travel date. ✓ contact the Administrative Coordinator [Gen Belford, codept@uwaterloo.ca] well in advance of departure.
	Keep original itemized receipts and supporting documentation that show proof and method of payment for each expense claimed.

	Claim Settlement
	
	   ✓ settle claim within one month of trip date.
	        • *The university will not reimburse expense claims received by Finance four months or more after the travel end date.
	   ✓ access Concur via [Finance Resources webpage](#) [use WatIAM credentials and password]
	        • two-factor authentication (2FA) is required for sign in. Visit [2FA service](#) for more information
	        • access Concur User Manual using 'Help' link on the upper right-hand corner.
	        • designate C&O Administrative Coordinator as delegate [Gen Belford]
	        • upload receipts, conference documentation, trip purpose, trip itinerary to Concur.
	   ✓ contact delegate to review [Gen Belford]. DO NOT submit; delegate will provide notification when the claim is reviewed and ready to submit.

	Questions? Assistance? Contact C&O Administrative Coordinator, Gen Belford, [codept@uwaterloo.ca](#).