

Travel and expense claims

Graduate students submitting expense or travel claims must use the online claim submission system called Concur.

With prior permission from their supervisor, students may claim research-related expenses. All claims are subject to departmental approval.

Expenses incurred must be reasonable, prudent, and an efficient use of university resources and related to university business. Personal expenses will not be reimbursed.

Please ensure you have reviewed all relevant reimbursement policies below:

- [Policy 31 University Expenses](#)
- [Guidelines for Expenses](#)
- [What is an Original Receipt](#)
- [Research Travel Claims - Information for Students \(PDF\)](#)

Concur can be accessed via the Concur Online Expenses log in on the [Finance Resources webpage](#). Users access their Concur accounts using their WatIAM credentials.

- Username: WatIAM@uwaterloo.ca [WatIAM is truncated to 8-characters]
- Password: your WatIAM password
- Two-factor authentication ([2FA](#)) is required to sign in to Concur.

When entering in your claim, please ensure your expenses and supporting documentation are complete:

Note: Several trips cannot be combined on one claim, they must be submitted individually.

STARTING A CONCUR CLAIM

WORK ORDER NUMBER (account to charge the expenses to):

Enter the work order to charge your travel to in the header field of the claim. Enter this before you start your claim. You will need to confirm with your supervisor the work order and activity number to use for the expenses.

NOTE: The Report Name should describe what the claim is for, and include the name of the graduate student's supervisor. E.g. IEEE Conference Paper Presentation (Supervisor).

RESEARCH PURPOSE (enter in the general comments field):

This is mandatory with research work orders. Please provide a detailed description explaining the focus of the travel and how the expense relates to and supports the research grant. Ensure the purpose of trip links person (claimant) with research grant.

COMMENTS:

Used to explain and identify each expense. Provide detailed descriptions so an independent reviewer receives a thorough understanding of your claim e.g.. purchased ziploc bags for soil samples.

CLAIM DATES:

The date in the Header field "Claim Period From" should be the date of your first expense or the first date of your trip.

The "Claim Period To" should be the end date of the trip or the date of the most recent expense.

When entering the dates for the conference in the expense type line item ensure you select the first day of the conference and the last day of the conference.

Personal days/expenses before or after business travel:

Normally, the university allows only one day before and one day after the conference dates to be claimed. If there are personal days added, please include comments for the auditors and remove any expenses that are personal in providing your totals (i.e., accommodation, per diem etc.).

ORIGINAL ITEMIZED RECEIPTS:

The receipts should show the service or details of items purchased (name of company, name of claimant, description of items/service, date, rate, tax, currency, shipment, and total cost).

Original receipts and additional documentation need to be scanned/uploaded on Concur individually.

Any missing information or errors will cause delays to reimbursement. Ensure the receipts are:

- Attached and entered as an expense item in separate entries.
- Clear and legible from top to bottom
- Show proof and method of payment in your name
- Date on receipt and date on claim match
- Add comments if you need to clarify an expense (e.g. gas was purchased for a rental car).

Note: The original receipts and documentation do not need to be submitted to Finance. However, the original receipts and documentation should be retained for the duration of your program for audit purposes.

METHOD AND PROOF OF PAYMENT:

The **proof** and **method** of payment (i.e., cash, cheque, credit card or electronic funds transfer) must be clearly shown on the receipt.

Additional documentation (i.e., copy of credit card statement) that clearly indicates your name and payment of the specific transaction must be included.

MISSING RECEIPT DECLARATION:

In extenuating circumstances when an itemized receipt is not available showing what was purchased, please add details to the comments box in the expense tab and list what was purchased. Use "No Receipt" to add the affidavit.

LOWEST AIRFARE:

Airfare is reimbursed based on the Lowest Logical Fare This is the least expensive direct fare/rate with the base features identified by Policy available at the time of reservation for airfare, commercial accommodation, vehicle rental, train, taxi, bus, limousine, or other travel-related costs. Ensure copies of all airfare invoices show your name and dates of travel.

If you are not planning to travel round trip from the closest airport to Waterloo (e.g., Toronto Pearson YYZ), you must run a comparison cost **BEFORE** you leave to show the difference in airfare between the trip you choose and the trip from Toronto Pearson, so that the lesser of two amounts can be reimbursed. Save a copy of the quotes as you will need to attach them to your claim. It is best to do this while you are booking your flights. You will not be able to get historical flight information.

If you plan on extending your trip for personal days:

Ensure that you get a quote for a price comparison at the time of booking your flights showing the cost of flights **the days you should be travelling** for the conference and then upload the price comparison with the actual receipts of the flights booked. Price comparisons cannot be done when you return from the conference so **make sure this is done at the time you book your flight.**

MILEAGE: (claiming KMs) for personal vehicle:

The system will calculate distance travelled in KMs once you enter your starting point and your destination. Mileage may be claimed for transportation in a private car at the rate of \$0.59/km up to a maximum of a 500 km radius. Gas receipts are not eligible for private cars.

GAS EXPENSES:

Specify which vehicle or equipment this fuel was purchased for (i.e. UWaterloo owned vehicle or rental). **Gas for personal vehicle is not eligible.**

SHARING EXPENSES:

Finance will only reimburse the person who incurs the expense. Individuals should not be incurring expenses on behalf of others except as outlined in [Section 1.1.i.e Expenses Incurred on Behalf of a Group](#).

If you pay for someone else, you must include the name of the other person and their affiliation to the research project (e.g., grad student in the research group). **Some circumstances do allow for sharing of expenses such as a meal, where it is easier for one person to pay. In this case, the most senior, highest-ranking employee should pay and request reimbursement. A person who is attending and is also the financial approver is not permitted to approve an expense from which they have benefited.**

MEAL EXPENSES:

Per Diems are strongly encouraged for administrative ease as receipts are not required to be submitted or retained for Per Diem meal claims:

Please use the Optional Per Diem Calculator in Concur to calculate your number of eligible days. Exclude any meals on partial travel days e.g. flight times leaving late and coming early (you would exclude breakfast and lunch and dinner), etc. Meals provided by the conference or breakfast provided as part of accommodation cannot be included in this calculation. Meals included in your accommodation receipt should be removed as well if claiming per diem on that day.

- When someone does not eat a meal that was provided to them, they must claim the actual cost of the meal they purchased (supported by a receipt):
E.g., when someone does not eat the conference meals because of a dietary restriction
- Meals cannot be excluded from a hotel bill and replaced with a higher per diem

If you need to claim meal receipts and if the meal receipts are not itemized, please add comments to the expense line with a list of food purchased and you must declare no alcohol was purchased.

Meals with attendees requires itemized meal receipts and a list of attendees.

FOREIGN CURRENCY:

If the amount is in another currency, please ensure that the original currency of that country is entered in the amount field and then converted to the equivalent in Canadian dollars using either the default rate in CONCUR or by using your credit card rate.

If you paid by credit card and want to be paid out exactly what was paid, you can change the currency to Canadian dollars, enter in the amount as Canadian dollars, and upload your credit card statement (excluding personal information) for proof of currency conversion to show the exact amount you are claiming.

ALLOCATION OF EXPENSES:

If you need to allocate a percentage of your claim to multiple work orders, there is a step-by-step process to allocate expenses in CONCUR. See the [Training manual](#).

SEPARATE EXPENSE ENTRY FOR EACH RECEIPT:

Each receipt must be entered separately. Do not combine receipts.

ITEMIZATION: Between expense types or when not claiming a portion of a receipt.

To ensure that the amount of the receipt corresponds to the amount in the expense claim field use the Itemization function. Enter the original amount of the receipt then select the itemization button at the bottom of the expense type screen. The portion of the receipt not being claimed is entered and select the "Do not claim" box and enter the reason in comments and click **SAVE**. Then enter the remaining amount and **SAVE**. See link for [further instructions](#).

SUPPLEMENTARY DOCUMENTATION If you attended a Conference:

Attach the title page of the program showing the dates of the conference and location of the conference. If you delivered a paper at the conference, include the page showing your name and the paper, and attach as additional documentation. Links are not accepted

CLAIM PERIOD:

Enter and submit claim within 30 days after your trip or after the expense has been incurred, or as soon after as possible.

- **120 days** - Any claims submitted more than 120 days from the receipt date, travel end date, or research study end date requires the approval from the highest level of reporting (i.e., the Dean in a faculty; the Vice-President, Associate Vice-President, or Associate Provost for academic support units) in addition to the normal reviews and approvals for the claim with an explanation for the reason of the delay. It is expected that this should be a rare circumstance. See [guidelines](#) for further information.

Please note that travel advances (cash advances) and claims must be settled upon returning, failure to do so may result in delayed payments.

TRAVEL ADVANCES

For expenses incurred ahead of time, Claimants have the option of a cash advance to prevent the Claimant from being out of pocket for an excessive period of time.

Note only one travel advance is issued per event/trip, please do not request additional advances for the same event/trip. **Cash advances are approved by your Supervisor please ensure you list them as cash advance approver.**

The University will not pay an advance where the amount is equal to or less than the equivalent of \$250 Canadian. Expenses may be claimed on a reimbursement basis only.

Requests for travel advances must provide sufficient processing time (Finance must receive an approved travel advance at least ten business days prior to the departure date) and be settled promptly.

The money payable for a travel advance may be directed to the Claimant and/or in the case of airfare only, directly to the university's contracted service provider.