

How to claim funding

1) **General Guidelines**

- a) Claims are on a reimbursement basis only. No advances will be issued.
- b) Reimbursements can only be made to UW registered students. Therefore, in the case of groups, expenses should be incurred by only those who are currently UW registered students.
- c) Students should not reimburse each other for the purpose of allowing one student to make a reimbursement claim. University reimbursements are made only to those who have paid for expenses themselves.
- d) Payment to an individual for salary, wages, honoraria or services rendered is not reimbursable.
- e) For all expenses claimed, acceptable receipts/invoices with method of payment must be submitted. An acceptable, legible invoice/receipt is a document from the vendor itemizing the goods and/or services received and the cost per unit of each good and/or service.
- f) Expenses paid using frequent flyer points, gift cards, vouchers, loyalty points, etc. are not reimbursable.
- g) For online expenses paid using credit/debit cards, a copy of the online receipt and an invoice as described in item (e) above are required.
- h) Claims submitted more than one year from receipt date or travel end date are not eligible for reimbursement.
- i) For all foreign currency payments, proof of the converted amount must be attached to the claim. This can be a credit card statement (if claiming the actual payment amount) or (preferably) exchange rate from the transaction date as published by OANDA.com. All reimbursements are issued in CAD only.
- j) For large and/or group travel expenses, contact MEF Executive Director (mefcom@uwaterloo.ca) who would check with the Dean of Math Office to facilitate direct payment arrangements.

2) **Travel Related Expenses**

- a) The most direct base level Economy (Coach/Standard/Flex or equivalent) at the lowest logical fare/rate is the standard for travel.
- b) The rate for a standard, single occupancy room is considered the standard “lowest logical rate” for commercial accommodations.
- c) A private vehicle owned by a student may be used for approved University business travel within 500KM radius from the University and claim mileage at the University approved rate. Gas is reimbursed only for rental vehicles with a paid final rental receipt and agreement.
- d) Individuals driving their own vehicles on approved University related travel are not insured for collision or third-party liability under the University non-owned automobile insurance policy. In the event of an accident, the individual’s personal automobile insurance policy provides sole coverage for collision, liability and the individual must pay any deductibles required by their personal automobile insurance policy. The University is not responsible for deductibles owing under the individual’s personal automobile insurance policy. University of Waterloo accepts no liability for any loss, damage or injury that may result from the use of a personal vehicle for university purposes.

- e) If the travel is to attend a conference, the claim must contain a copy of the meeting overview indicating the date and location of the conference and the meeting agenda. Sufficient direct or indirect evidence (e.g. receipts for accommodation, travel, and/or meals) is required as proof of attendance.

3) Other

- a) For meals supplied at events, itemized paid receipts/invoices (showing items purchased) are required. A list of names of all individuals attending must also be attached, including their affiliation to University of Waterloo.
- b) For meals while travelling, students may claim using either actual itemized receipts or per diem (regardless of the amount incurred) up to the maximum of University approved rate. The maximum meal rate applies to both methods, but only one method can be used within a single claim. Meal costs are payable only for meals that have not been provided by a hotel, an airline, or conference.
- c) Professional Development Funds will only be reimbursed after the event has taken place. For training courses, documentation of successful completion must be provided when submitting the claim.
- d) If gifts are given, a gift reporting form is required. The form must be completed and signed by the gift recipient after providing personal information such as date of birth and SIN number as required by Canada Revenue Agency. Therefore, gift expenses are not reimbursable unless these requirements are complied with.

4) Filling out the Expense Claim Form

- a) The form can be found on mef.uwaterloo.ca under the How to Claim Funding section.
- b) Payee: Select whether you are an employee or student at the University of Waterloo.
- c) Claimant Name: Write the name of the person who paid for the expenses. This is the individual who will receive the reimbursement payment.
- d) Employee/Student Number: Enter your University of Waterloo employee or student number.
- e) Department: Write your faculty, followed by the program that you are studying. If you are a staff member, please write the department that you are currently working in.
- f) Date Prepared: This will automatically be completed.
- g) Mailing Address: Be careful while filling out this section. The cheque will be sent to the address specified here. Write down your permanent address, preferably.
- h) City, Province/State/Country, Postal Code : Refer to Mailing Address section.
- i) Destination/Reason for request: Write down the reason the reimbursement claim is being submitted. for example, “Travel to XX for Conference”.
- j) Please leave the travel advance request section blank.
- k) Date: Write down the date that the expense was incurred. If several receipts are being submitted, please write the dates that are printed on the receipts.
- l) Description: Write a brief description of the expense being incurred.
- m) Travel: If requesting reimbursement for transportation (including accommodation), please enter the amount in this column.
- n) Other: Enter the amount of any non-travel expenses in this column.
- o) Exchange rate: Enter the exchange rate if you paid in a currency other than CAD. Refer to General Guideline 1) h.

- p) Total: This value should be the total of Travel and Other columns unless there was an exchange rate applied. This field should automatically be filled.
- q) Total Reimbursement: This is the amount actually reimbursed to the claimant. It could be less than what was spent if the total expenses exceed the proposal approved amount.
- r) The MEF Executive Director ensures the Account, Work Order and Amount are complete
- s) Signature of Claimant: This is the signature of the person submitting the claim.
- t) Signature of Supervisor: MEF Executive Director needs to sign after thoroughly reviewing the claim details

5) Submitting the form

- a) Please submit the form along with all supporting documents to Math Endowment Fund Committee <mefcom@uwaterloo.ca> in PDF. The MEF Executive Director will review the expense claims according to the funding claim instructions and work with the claimant on any incomplete information. The signed form will then be forwarded to Math Finance for further review and approval before being sent to Central Finance for payment.
- b) The form should only be a page long. If the form is longer than a page, or altered in any way, it will not be accepted.
- c) If there are any problems, the current MEF Director will contact you.

6) FAQ

- a) When will I receive my cheque? It depends on the accuracy and completeness of the claim. Normally it takes up to 10 business days from the date a complete claim is received by the university finance department. However, the process may take longer if there's missing information during the review.
- b) How much money do I have allocated/left? When funding is approved, the current MEF Director will email you with the approved amount. It is the responsibility of the person or club incurring the expense to keep track of their remaining balance. If an expense claim exceeds the amount of the approved funding, only the amount that is equal or less than the approved funding will be reimbursed.
- c) How do I apply for funding? You can apply as an individual for a Professional Development Fund, or you can apply as a group/club. If you apply as an individual, a proposal can be submitted at any point during the term. If applying as a group/club, please fill out a funding proposal and submit it once applications are open.
- d) Can I apply for funding after the event took place? No. We only approve funding if the expense has not taken place.
- e) What would happen if I lost my receipts? Unfortunately, we cannot reimburse that claim.
- f) How long do I have to submit an Expense Claim Form? The claim should be submitted as soon as possible after the event has ended or upon successful completion of the professional development activity. The expense has to be incurred during the proposal approved timeframe.

If you have any concerns or questions, please contact the current MEF Director at mefcom@uwaterloo.ca