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POLICY NAME	TRAVEL AND OTHER EXPENSES POLICY
Revision	V5.0
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Revision Date

August 1

POLICY

P1. General

P1.1

Only legitimate monetary expenses related to approved University and/or Granting Agency business shall be reimbursed or paid.

P1.2.

Effective August 1, 2022, Payments to Individuals that were previously processed on a Payment Request must be processed via an Expense Report.

Payments to Individuals refers to: guest lecturer fees ([non-Canadian/did not travel](#)), participant fees, living allowances, awards/prizes, and prescribed prizes. For these payments, the notion of Claimant is not applicable.

P1.3.

The **Claimant** (person who has incurred expenses on behalf of the University) and the **Fund Financial Manager** (employee responsible and accountable for a McGill fund/grant) are accountable to ensure that the expenses are:

- Legitimate
- Appropriate for the use of funds
- Reasonable
- For University/Granting Agency purposes only
- In accordance with University/Granting Agency policies, regulations and procedures
- Charged to the correct FOAPAL(s) where budget availability exists
- Personally incurred by the Claimant (i.e. the Claimant does not request reimbursement on behalf of another individual)

P1.4.

Individuals should neither gain nor lose personal funds as a result of conducting University business.

P1.5.

With respect to reimbursements, these same expenses cannot be used for any other reimbursement against other University funds or for any claim to another organization.

P2.6

P3.8.

Expense Reports pertaining to Payments to Individuals (previously paid via Payment Request) must be created in the **Minerva Advances and Expense Report Menu** (effective August 1, 2022).

P4. Approvals and Responsibilities

P4.1.

All advances and expense reports pertaining to reimbursements must be acknowledged/signed by the Claimant and signed/approved by the Fund Financial Manager(s)/Delegates (FFM/Delegate) of each FOAPAL charged even when the resulting charge (expenses less advances) is zero.

P4.2.

For Payments to Individuals (previously processed through a Payment Request prior to August 1, 2022), the expense report must only be signed/approved by the FFM/Delegate of each FOAPAL. The claimant signature is not applicable.

P4.3.

In the case where the Claimant is the Fund Financial Manager, or has a personal relationship with the Fund Financial Manager (i.e. spouse, sibling, children), their immediate supervisor must sign/approve the advance/expense report request.

P4.4.

The delegation of approval in certain circumstances is permitted. Refer to the [Delegation of Signing Authority Regulation](#).

P4.5.

For meals and entertainment, should the normal approver be listed in the names of people being entertained, then their direct superior must sign/approve the request.

