

Thank you for your participation a NAADSN-funded activity. For travel reimbursement, you will need to fulfill the following checklist:

1. Complete the Trent University Travel Expense Claim Form:
https://www.trentu.ca/els/sites/trentu.ca.els/files/documents/ExpenseReimbursement17_07_07R_NR.xlsx
2. Use: **Fund:** 55, **Dept.** 58420, **Object:** 52010
3. Please write **clearly** on the form – your mailing address will be used to mail a reimbursement cheque
4. If your expenses exceed \$4000 you will need to submit the Travel Authorization Form (the third tab of the Travel Expense Claim Form spreadsheet)
5. Include the following:
 - The top left box of the expense claim form must include at least two sentences explaining the business reason for the expense linking this back to NAADSN’s objectives (ie: the conference title, your role, NAADSN’s role, etc.)
 - If travelling using mileage a Google Maps route showing km traveled must be attached (kms very close to what is claimed is acceptable)
 - As of May 1, 2022 the mileage rate should be calculated at 52 cents/kms
 - Per Diem Meals must be submitted in the chart found on page. 2 here
 - For this form, please edit the Word doc. to reflect the allowances for your region of travel
 - Complete the chart using those allowances
 - Calculate using exchange rates from the Bank of Canada link provided
 - Attach the per diem page as a .pdf to the final reimbursement submission
 - If you have more receipts than space – see the final tab on the excel spreadsheet for “Additional Receipts” and calculate the total of all receipts on page 1
 - All airfare, train, transportation must include the original detailed itinerary showing payment with detailed breakdown of taxes where available
6. If including hospitality expenses, include a completed Hospitality form (second tab at the bottom of the Excel spreadsheets)
7. If you have not done so already, prior to receiving any travel reimbursements, you must complete the Government of Canada’s GBA+ online course: <https://cfc-swc.gc.ca/gba-acsc/course-cours-en.html>. You will learn to define the key concepts of GBA+; recognize how various identity factors can influence the experience of federal government initiatives; and identify how GBA+ can enhance the responsiveness, effectiveness and outcomes of federal government initiatives while applying some foundational GBA+ concepts and processes. Once you have finished the course and received your certificate, please send Dr. Nash an email notifying her when you have completed it (with a copy of your certificate) so that she can record it for reporting purposes.
8. Compile all signed claim forms and scanned copies of original receipts **into one .pdf file** including all receipts and completed forms. To be processed this .pdf must include, in order:
 - Expense claim form with the total calculated (completed clearly and signed)
 - Any supporting documentation including:
 - Mileage Google map visual
 - Per diem meal chart (page 2 here)
 - Copies of all receipts clearly scanned
9. Send this .pdf file to Dr. Shannon Nash for review
10. Upon approval from the Network and confirmation of electronic submission to Trent, mail all original receipts to Trent. Include a note inside the envelope with your name, the total amount of the expense report, and that it was submitted electronically. Mail to:

Accounts Payable
Trent University
1600 West Bank Dr.
Peterborough, ON
K9L 0G2

Per diem meals rates based upon:

Canada and U.S. locations:

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-b-meals-allowances-april-2022.html>

or Locations Abroad:

<https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-c-daily-meal-rates-locations-abroad-april-2022.html>

Calculate dollar exchange rate from:

<https://www.bankofcanada.ca/rates/exchange/currency-converter/>

1.1 Meal allowances: Canada and U.S. (except Alaska) *example here – alter for your destination informed by above links*

Breakfast	21.90
Lunch	22.15
Dinner	54.40
Meal allowance total	98.45

Complete the chart below to indicate the per diem meals required for your dates of travel as informed by the appropriate amounts in the links at the top

Date of travel	Breakfast	Lunch	Dinner	Total
TOTAL CLAIMED (in xx dollars) <i>Consulted Bank of Canada</i>				\$
TOTAL CLAIMED (in Canadian dollars)				\$