

Travel Claims Policy, Procedure & Payment Information

As per the Travel and Related Expenses guidelines of the Centre de recherche de l'Institut universitaire de gériatrie de Montréal (CRIUGM), you are required to submit (for reimbursements):

- A clear statement of the purpose and the duration of the trip;
- Original, itemized and dated receipts.
 - Photocopies, faxed copies, cancelled cheques, copies of credit card receipts, credit card statements and conference registration forms are **not** accepted as official receipts.

Transportation

- Air:
 - ✓ Back coupon from paper airline tickets must be accompanied by invoice from the travel agent;
 - ✓ An itinerary or invoice for e-tickets showing invoice number, date of issue, GST, total air ticket cost and form of payment is required;

We would appreciate every effort to obtain the most economical airfare available, consistent with the purpose of the trip (e.g. TangoPlus). Whenever possible, please take advantage of discounts and other approaches to minimizing costs.

- Private Automobile:
 - ✓ Reimbursements for costs are payable to drivers only and are calculated by applying the mileage rate to the actual driving distance by the most direct route (this amount shall not exceed full economy airfare);
 - ✓ Please fill out the mileage section in the travel expense claim form;
- Car Rental:
 - ✓ Please request CRIUGM rates (as certain car rental companies provide Canada-wide and international discounts to travelers on university business);
 - ✓ Identify points of travel (start and end destination);
 - ✓ Receipts for car rental expenses (rental fee, insurance, gasoline charges) are required.
- Taxis, buses, and other ground transportation:
 - ✓ Applicable expenses include reasonable gratuities for service;
 - ✓ Identify points of travel (start and end destination) and dates for each segment of the trip.

Hotels

- ✓ Please submit the hotel receipt with payment information.
- ✓ Please separate room charges from incidentals (e.g. room service, internet, telephone charges).

Meals/Per Diem

- ✓ You may claim either the per diem allowance (adjusted for meals provided) OR actual receipts for individual meals
- ✓ Claims for per diem allowance (where meals have been provided) will be only considered if an explanation is provided.
- ✓ The current CIHR rate for per diem allowance is \$73.65 (CDN) for travel in Canada, including gratuities and GST. For a partial travel day the rates are as follows: breakfast \$15.95, lunch \$15.25, dinner \$42.45, incidentals \$17.30.

Your original signature is required on the Travel Claim Form. By signing the travel claim form, you are certifying the accuracy and authenticity of receipts and information on the form. Travel claims should be submitted within thirty (30) working days of the traveler's return. A six-to-eight week time period is necessary for processing cheques once submissions are received by IGH. Cheques will be issued and sent to the address provided on the form.

For inquiries please contact:

Catherine Lavigne-Pelletier
E-mail: catherine.lavigne-pelletier@criugm.qc.ca
Phone: 514-312-9036

Please mail your travel claim form and receipts to the following address for processing:

Institute of Gender and Health CIHR
Centre de recherche, Institut universitaire de gériatrie de Montréal
4565 Queen-Mary Road
Montréal, Québec H3W 1W5