

TRAVEL GUIDELINES FOR FELLOWS AND STUDENTS

Meakins-Christie Laboratories

Only fellows and graduate students who have submitted abstracts as first/presenting author, and who have been given permission by their supervisors to attend the meeting, will be reimbursed.

TRAVEL (Air/Rail/Bus):

It is recommended that air and rail travel arrangements be made through McGill Travel Services (<https://www.mcgill.ca/travelservices/transport>). However, if you can document that you found a less expensive flight, the University will honor your quotation. Payment can be done by FOAPAL so that you are not out-of-pocket.

All travel arrangements must be economy class, non-refundable. You will not be reimbursed for Flex flights or any other type of upgrade.

All travel-related expenses must be incurred within the start and end date of the conference/travel dates. Travel that includes costs which are not a necessary consequence of travel on behalf of the Meakins such as stopovers and trip extensions for personal reasons will not be reimbursed. If personal travel is combined with business travel, the claimant will be reimbursed for **only the business portion of the trip at the lowest available fare**. In order to receive reimbursement under these conditions, **the claimant must submit a travel quotation for the “business portion only”, obtained at the same time as the actual travel booking**.

Provide the E-ticket receipt showing claimant's name, itinerary, cost of ticket and payment. If payment is not indicated in the e-ticket, the claimant must provide a credit card statement.

Boarding passes must be provided if no lodging is claimed for the duration of the conference only.

Passport/Visa Status:

Travel should not be booked if you do not have a valid passport or are awaiting a visa. Postdoctoral fellows who are awaiting renewal of their work permits and are on implied status at McGill **should not leave Canada** as they will be denied re-entry into the country by Canadian border agents.

Seat Selections:

Advanced seat selections and other types of upgrades will not be reimbursed without prior permission from the Meakins Christie Labs.

Car Rental:

If you rent a car, provide the original paper receipt. Receipts must indicate the claimant's name, cost and payment. If payment is not indicated on the receipt, the claimant must provide a credit card statement. **The total must not exceed equivalent rail or economy airfare. For gas - original paper receipts must be provided.**

Personal Car:

If a personal car is used, provide map/driving directions which clearly indicate the distance travelled. You will be reimbursed .57¢/km. **The total must not exceed equivalent rail or economy airfare. You cannot claim both mileage and gas.**

Conference/Registration Fees:

All fellows and students must register early with the exception of those who are on implied status or awaiting visas. Late registration fees will not be reimbursed. Original paper receipt or printed electronic confirmation of registration must be provided.

Accommodations:

Accommodations will be reimbursed based on double occupancy. If you are travelling with your family, spouse/partner, the Meakins will cover your share only (1/2 of the invoice). Room rates above \$200 must be approved by your supervisor in advance. Original hotel statement with your name must be provided for reimbursement. If the hotel receipt does not show zero balance or proof of payment, a credit card statement must be provided. No incidental expenses (mini-bar, movies, cleaning services, etc) will be covered.

Meals:

For meals: **itemized receipts are required as per University guidelines.** Provide credit card statements to accompany receipt if a credit card is used. The Meakins Christie allowance is \$60/day x 5 day maximum and set at: breakfast (\$14), lunch (\$16) and supper (\$30) Canadian Funds. **Alcohol expenses will not be reimbursed.** Per diem allowances cannot be claimed when meals are included in transportation charges, conference registrations fees or hotel rates/receipts, or for meals where receipts are claimed. Should individual meal(s) be provided under the aforementioned circumstances, per diem claims must be reduced by the amount allowable for that meal.

Ground transportation:

Taxis (but not limos) to and from airports and bus fares (intercity) will be reimbursed. Original paper receipts must be provided.

Missing Receipts:

Expenses with missing/lost receipts cannot be reimbursed.

Deadline for submission:

Expenses must be submitted within 30 days from the return date of the trip.