

Appendix B – Travel/Expense Claim Checklist

Responsibility of Supervisor Authorizing Claim

- Are expenses necessary for business purposes and consistent with Board objectives?
- Have alternatives to travel been considered, for example, web seminars, video conferences, teleconferences?
- Was prior approval for travel granted?
- Were expenses incurred in the most economical means?
 - Carpooling
 - Air and train economy fare
 - Rental vehicle – economy option
 - Accommodations – standard room
- Are original detailed/itemized receipts attached to the claim (where applicable)?
- If a receipt or invoice is lost or does not include itemized details, has a written explanation been prepared and approved?
- Where meals are claimed, has the Travel/Expense Administrative Procedure been reviewed to verify allowable daily meals and mileage rates?
- Have you signed and dated the claim as approval to pay?

Responsibility of Accounts Payable

- Has the mileage reimbursement calculation been performed based on actual distance travelled multiplied by the approved rate/km?
- Is the meal reimbursement based on the maximum allowable rates according to the Travel/Expense Administrative Procedure?
- Does the expense claim include itemized original receipts, meal reimbursement calculation, mileage reimbursement calculation, written explanation for lost receipts?
- Is the expense claim approved by the appropriate supervisor?
- Has the expense claim been reviewed for compliance with the Travel/Expense Administrative Procedure?
- If the claim is non-compliant with the Board's Administrative Procedure has it been returned to the claimant for review and correction?