

## **Requirements for Expense Reimbursement**

### **Online Orders**

For online purchases, not all sellers provide the necessary information in one email (ie: an "order confirmation" is not a final receipt), so Finance may require two pieces of information. When receipts are required, all claims require at least one of the following:

- Final Invoice showing proof of payment
- Order Confirmation and Shipping Confirmation (one showing proof of payment)
- Order Confirmation showing costs and credit card statement (for proof of payment)

### **Hotels, Flights, or Car Rentals**

Reservation confirmations or estimates are not sufficient. Finance requires a final invoice showing proof of payment. If a final invoice cannot be provided, the claim will require a copy of the booking confirmation or estimate and credit card statement to provide proof of payment.

### **Option 2 Housing Rent Receipts**

Rental receipts and proof of payment are required. Refer to guidelines on Option 2 Housing.

### **Private Accommodations**

See section 22.2 of the NOSM Travel Management and General Expenses policy dated July 1, 2021. As per the policy, stay in private residences with family/friends is allowed and if paying via gift of \$30/day, the following must be provided in the claim:

- Explanation with the purpose of the trip, identifying the host and number of days stayed, and
- Written confirmation from the host or invoice, and
- Proof of payment (ie: copy of e-transfer). If paid in cash, that must be specified in writing by the host

### **Foreign Currency Conversion**

To reimburse a purchase that was made in foreign currency, it must be converted to CAD. To do this, in addition to an itemized receipt, the claim must also include one of the following:

- A credit card statement showing the transaction converted to Canadian currency
- The daily exchange rate from the Bank of Canada showing the date of the transaction. It can be found here: <https://www.bankofcanada.ca/rates/exchange/currency-converter/>

### **Course Completion**

All claims for courses or conferences must include proof of completion. If a certificate of completion/attendance is not provided, please provide an email from the organizer of the event to confirm completion or attendance.

### **Travel Expense Submission**

Each Travel Expense submission must contain only one claim.

Example: Two separate trips cannot be included in one submission.

### **Proof of Payment Requirements**

Receipts must indicate "Paid," show a zero balance, or have a payment method listed and show confirmation of goods/services being received (ie: online orders must be shipped; hotel or car rentals must be final charges, etc).

If a final receipt or other proof of payment cannot be provided, a credit card statement must be included to show proof of payment.

***Note that credit card statements provide supplemental information and do not replace the need for itemized receipts or details of the order/booking.***