

Guide for Residents: 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.

Car Rentals – Prior Authorization

If renting a vehicle, Residents must have prior written authorization from Program Manager.

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.

Travel Expense Submission

Each Travel Expense submission must contain only one claim. Two separate trips cannot be included in one submission.

Proof of Travel

Travel claims may not always require receipts (for example, when claiming only mileage or per diems for meals). However, documentation confirming that the travel occurred is still required for all travel claims, and receipts or other documentation should be provided serve as proof of travel.

Acceptable proof of travel may include:

- boarding passes
- hotel or Airbnb statements
- conference attendance confirmation
- gas receipts
- meal receipts
- other incidental receipts at the destination

If no supporting documentation is available, the reviewer or approver in PGME must confirm that the travel occurred by adding a note to the claim before submitting it to Finance for processing.

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.

Shared accommodations

There may be instances where it is more convenient or cost effective for Residents to share accommodations and split the cost. This is often the case when booking via short-term rental platforms such as Airbnb or Vrbo. If the payment cannot be split between all guests, one person should book and pay in full, and then claims should be submitted accordingly:

- **Expense claim for resident who books the accommodations should include:**
 - Accommodations receipt or invoice showing proof of payment for the full amount
 - Expense allocation summary: A list of all guests and their shares. If not split equally between all guests, an explanation must be provided.
 - Written confirmation that reimbursement has been received from all other guests
- **Expense claim for residents who shared accommodations should include:**
 - Expense allocation summary (As outlined above; the same document should be submitted with all related claims)
 - Payment confirmation (ie: e-Transfer confirmation showing the transfer was successfully sent to the guest who paid in full)

Private Accommodations

See section 22.2 of the *NOSM University 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

Option 2 Housing Rent Receipts

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

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, or
- The daily exchange rate from the [Bank of Canada website](#) showing the date of the transaction

Method of Payment

Individuals should use standard forms of payment (ie: cash, credit card, or debit card) for NOSM University-related expenses that will be submitted for reimbursement. Loyalty or reward points should not be used for payment. Likewise, personal loyalty or rewards accounts must not be used for organizational expenses or bookings (ie: applying a personal hotel rewards account to a group booking to accumulate points).