 **IMPORTANT NOTICE**

**Are you planning your next trip?**

Please take note, that as indicated below, should your airfare incur additional costs that are not related to University business (visiting family, vacation, want to visit the area for additional days), **an airfare quote for the university related business portion must be included with your expense report.** Per McGill policy, you will be reimbursed for the lowest airfare.

Thanking you in advance,

Carol Gaug, Research Account Administrator, School of Computer Science September 30th, 2016

**From:** FST\_FINANCIALSERVICETEAMS [mailto:FST\_FINANCIALSERVICETEAMS@LISTS.MCGILL.CA] **On Behalf Of** Salimah Janmohamed
**Sent:** Thursday, March 19, 2015 2:19 PM
**To:** FST\_FINANCIALSERVICETEAMS@LISTS.MCGILL.CA
**Subject:** Reimbursement of Expenses - UPDATE - Airfare Receipt Requirements

**The following is sent on behalf of Cris Tinmouth, Interim Assistant Vice-Principal Financial Services and Controller**

                                                                                                                                                                             Dear Colleagues,

Additional documentation must be submitted with expense reports claiming Airfare which include costs which are not a necessary consequence of travel on behalf of the University. The Reimbursement of Expenses Policy has been updated to reflect this new receipt requirement.

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***Excerpt from Section 4.4.6 Summary of Expense Type: Transportation  - Expense Type (4) Airfare***

Airfare that includes costs which are not a necessary consequence of travel on behalf of the University (e.g. avoidable stopovers and trip extensions) is considered personal.  The claimant is responsible for obtaining and attaching to the Expense Report one airfare quotation for the itinerary purely related to University business (i.e. that excludes avoidable stopovers and trip extensions).  The claimant will be reimbursed the lowest airfare.

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The full policy is available on the Financial Services website at <http://www.mcgill.ca/financialservices/policies/reimburse> .

Should you have any questions about the policy, contact the Finance Help Desk at fishelp.acct@mcgill.ca or 514-398-3463.

*Please forward this message to anyone else who you feel would benefit from this update.* Thank-you.