

Department of Surgery Resident Travel Policy

Updated January 2010

Travel Summary



Always forward a signed expense report with **ORIGINAL** travel receipts.

- Include boarding passes and itinerary. University will only pay for Tango or Economy Class – if Tango is not available will pay for Tango plus or Latitude
- Itemized receipts for meals (not just visa portion) – if paying for multiple people must list who was in attendance and what the meal was for. *This includes room service*
 - Per diem for meals without receipts - as of June 1, 2005
 - Canada \$48.00 CDN (\$10 Breakfast, \$13 Lunch, \$25 Dinner)
 - Outside Canada \$48.00 USD (\$10 Breakfast, \$13 Lunch, \$25 Dinner)
- Proof of payment for any conference registration/course (ie. creditcard statement or copy of cheque)

Additional Notes:

- Exchange rate is the current rate used by the University unless a credit card statement is provided with the exchange rate paid
- Mileage is \$.40/km as of January 1, 2008. All mileage must be expensed with submission of a printout of mapquest, please contact Katie for more information
- For any registrations, or other purchases done over the internet a copy of the credit card statement **must** be sent as proof of payment

**Proof of Attendance is required for all expenses
(certificate/abstract/name badge)**

Contact Information:



- Please give all expenses to Katie Niblock

McMaster University

MUMC site, Room 4e12

Phone 905-521-2100 x73932

Email niblock@mcmaster.ca

- All expenses must be submitted within 1 year of payment, no exceptions