



MEAK 006 Reimbursements

MEAK006 Meakins-Christie Laboratories Policies and Procedures	
Policy: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Effective Date: 2017-08-03

1. Overview

This policy is to inform faculty, staff, and trainees of the official reimbursement policy.

2. Reimbursements for Faculty

Meakins administrative staff is available to support Meakins faculty with reimbursements from McGill and RI-MUHC accounts.

McGill guidelines for reimbursements can be found at the following links:

<https://www.mcgill.ca/financialservices/policies/reimburse>

RI-MUHC guidelines for reimbursements can be found on the RI Portal.

<https://researchportal.muhc.mcgill.ca/pls/apex/f?p=106:LOGIN:14208123345223>

3. Reimbursements for Staff and Students

Staff and trainees are responsible for completing and submitting their own reimbursements.

For Meakins travel awards, trainees must complete the reimbursement and coordinate with Meakins administrative staff for the appropriate fund number.



MEAK007 Travel for Visiting Speakers

MEAK007 Meakins-Christie Laboratories Policies and Procedures			
Policy:	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised	Effective Date: 2017-08-03
Approved by:	<input checked="" type="checkbox"/> Meakins Director	<input type="checkbox"/> Management Committee	
Distributed to:	<input type="checkbox"/> Staff	<input type="checkbox"/> Meakins Faculty	<input type="checkbox"/> Trainees

1. Visiting claimant form:

Speakers must complete a Visiting Claimant Form (provided) and submit original receipts. A copy of your credit card statement is required for all charges on a credit card (including taxis, meals, airfare, etc...)

2. TRAVEL (Air/Rail/Bus):

- All travel arrangements must be economy class (non-refundable). No business class tickets will be reimbursed.
- All trip-related expenses must be incurred within the start and end date of the conference/travel dates. Travel that includes costs which are not a necessary consequence of travel on behalf of the University such as stopovers and trip extensions is considered personal and will not be reimbursed. Therefore, if stopovers or extensions are necessary, please provide a travel quote for the Meakins visit/business portion of the trip only.
- Provide E-ticket receipt showing claimant's name, itinerary, cost of ticket and payment. The claimant must also provide a credit card statement showing payment.
- Boarding passes must be provided. Originals are preferred; however, printed copies of e-boarding passes will be accepted.
- No advance seat selection or other type of upgrade will be reimbursed without prior permission from the Meakins Christie Labs.

3. Car Rental:

If you rent a car, please provide original paper receipt. Receipt must indicate the claimant's name, cost and payment. Total must not exceed equivalent rail or economy airfare.

4. Personal Car:

If a personal car is used, provide map/driving directions which clearly indicate distance travelled. You will be reimbursed per km (rate determined by McGill/RI-MUHC ~0.57¢/km). You cannot claim both mileage and gas. Total must not exceed equivalent rail or economy airfare.

5. Accommodations:

Hotel bookings will be arranged by the Meakins-Christie Labs. Authorized charges will cover room and tax. Payment will be arranged by Meakins-Christie Laboratories directly. Incidental expenses (minibar, movies, etc) will be billed to guest and cannot be reimbursed. Speakers normally stay for 2 nights.



6. Meals:

Please provide original detailed paper receipts. Meals provided by the host institution cannot be reimbursed. Per diem rates set by McGill/RI-MUHC will be applied when necessary.

7. Ground transportation:

For taxi and parking expenses, please provide original paper receipt. Limo taxi services will not be reimbursed.

8. Incidentals:

Incidentals cannot be reimbursed

9. Missing receipts:

Expenses with missing/lost receipts cannot be reimbursed.

10. Deadline for submission:

Expenses must be submitted within 30 days from the return date of the trip.



MEAK008 Travel for Fellows and Students

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Policy:	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised	Effective Date: 2017-08-03
Approved by:	<input checked="" type="checkbox"/> Meakins Director	<input type="checkbox"/> Management Committee	
Distributed to:	<input type="checkbox"/> Staff	<input type="checkbox"/> Meakins Faculty	<input type="checkbox"/> Trainees

Only fellows and graduate students who have submitted abstracts as first/presenting author, and who have been given permission by their supervisors to attend the meeting, will be reimbursed. **If a Meakins travel award is awarded, a maximum of one student per investigator will be reimbursed per year, as per the travel award guidelines.**

1. TRAVEL (Air/Rail/Bus):

It is recommended that air and rail travel arrangements be made through McGill Travel Services (<https://www.mcgill.ca/travelservices/transport>). However, if you can document that you found a less expensive flight, the University will honor your quotation. Payment can be done by FOAPAL so that you are not out-of-pocket.

All travel arrangements must be economy class, non-refundable. You will not be reimbursed for Flex flights or any other type of upgrade.

All travel-related expenses must be incurred within the start and end date of the conference/travel dates. Travel that includes costs which are not a necessary consequence of travel on behalf of the Meakins such as stopovers and trip extensions for personal reasons will not be reimbursed. If personal travel is combined with business travel, the claimant will be reimbursed for only the business portion of the trip at the lowest available fare. In order to receive reimbursement under these conditions, the claimant must submit a travel quotation for the “business portion only”, obtained at the same time as the actual travel booking.

Provide the E-ticket receipt showing claimant's name, itinerary, cost of ticket and payment. If payment is not indicated in the e-ticket, the claimant must provide a credit card statement.

Boarding passes must be provided if no lodging is claimed for the duration of the conference only.

2. Passport/Visa Status:

Travel should not be booked if you do not have a valid passport or are awaiting a visa. Postdoctoral fellows who are awaiting renewal of their work permits and are on implied status at McGill should not leave Canada as they will be denied re-entry into the country by Canadian border agents.

3. Seat Selections:

Advanced seat selections and other types of upgrades will not be reimbursed without prior permission from the Meakins Christie Labs.



4. Car Rental:

If you rent a car, provide the original paper receipt. Receipts must indicate the claimant's name, cost and payment. If payment is not indicated on the receipt, the claimant must provide a credit card statement. The total must not exceed equivalent rail or economy airfare. For gas - original paper receipts must be provided.

5. Personal Car:

If a personal car is used, provide map/driving directions which clearly indicate the distance travelled. You will be reimbursed .57¢/km. The total must not exceed equivalent rail or economy airfare. You cannot claim both mileage and gas.

6. Conference/Registration Fees:

All fellows and students must register early with the exception of those who are on implied status or awaiting visas. Late registration fees will not be reimbursed. Original paper receipt or printed electronic confirmation of registration must be provided.

7. Accommodations:

Accommodations will be reimbursed based on double occupancy. If you are travelling with your family, spouse/partner, the Meakins will cover your share only (1/2 of the invoice). Room rates above \$200 must be approved by your supervisor in advance. Original hotel statement with your name must be provided for reimbursement. If the hotel receipt does not show zero balance or proof of payment, a credit card statement must be provided. No incidental expenses (mini-bar, movies, cleaning services, etc) will be covered.

8. Meals:

The Meakins-Christie per diem is \$50/day x 5 days maximum. The maximum per meal is set at: breakfast (\$10), lunch (\$15) and supper (\$25) Canadian Funds. Alcohol expenses will not be reimbursed. Per diem allowances cannot be claimed when meals are included in transportation charges, conference registrations fees or hotel rates/receipts, or for meals where receipts are claimed. Should individual meal(s) be provided under the aforementioned circumstances, per diem claims must be reduced by the amount allowable for that meal.

9. Ground transportation:

Taxis (but not limos) to and from airports and bus fares (intercity) will be reimbursed. Original paper receipts must be provided.

10. Missing Receipts and Deadline for submission:

Expenses with missing/lost receipts cannot be reimbursed. Expenses must be submitted within 30 days from the return date of the trip. Trainees are responsible for organizing all receipts and providing the Meakins administrative staff with a detailed breakdown of all expenses. **If a travel award is NOT awarded, trainees are responsible for submitting their own reimbursements.**



MEAK010 Immigration Policy

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