

TRAVEL/CONFERENCE PROCEDURES

When you plan to travel or attend professional events:

Fill out the [MCIN Travel/Event Request form](#) to get approval to attend the event. This applies for conference travel, Montreal events and virtual events.

Once your attendance is approved and you are ready to submit expenses, contact terry.kaluta@mcgill.ca with cc to mcin.neuro@mcgill.ca to request a fund to charge for the expenses.

If you need to book airfare, please create an account with Concur so you can choose your itinerary and have it booked by McGill’s travel agency, Direct Travel. [This link](#) explains the steps you need to take to book your flights and arrange for payment via FOAPAL.

Once your airfare advance is paid for, you need to provide the e-ticket and the invoice to us. Email the documents to mcin.neuro@mcgill.ca.

You will also need these documents when you file the expense claim after your trip to reconcile this travel advance and to be reimbursed for your other trip expenses.

Requesting travel advances to pay for event and travel expenses

McGill Staff and Students can request travel advances for other expenses associated with travelling and attending an event.

- *Out-of-pocket advance (you’ve already paid for expense)*

You can request an out-of-pocket advance for any expenses that you have paid *before the event* (e.g., conference registration, abstract submission fees, memberships, lodging deposits, etc.).

- *Cash advances (you will need to pay for expense while travelling)*

You can request a cash advance for your estimated expenses to be paid on site (hotel, parking, rental car, local transport, meals not covered by conference fees).

<https://www.mcgill.ca/financialservices/travel/howto>

(In Minerva Use “Submit a Request for an Advance” under Employee tab) – Submit signed pdf of Request to Alexandra Lang (mcin.neuro@mcgill.ca) for further approvals and forwarding to Travel Desk.

Per Diem Allowances:

Effective August 1st, 2023, per Diem allowances for meals, lodging and local hospitality and entertainment have increased.

1. [New Meal per Diem Allowance](#) for travel start dates effective August 1, 2023:

Meal	Within Canada	Outside Canada
Breakfast	\$14 CAD	\$16 CAD
Lunch	\$21 CAD	\$28 CAD
Dinner	\$40 CAD	\$56 CAD
Total Daily Allowance	\$75 CAD	\$100 CAD

2. **[New Lodging Allowance](#)** for travel start dates effective August 1, 2023:
A lodging allowance of \$30 CAD per night may be claimed if accommodations were provided by friends or relatives (private home)
3. **New Reimbursement Rates for Local Hospitality and Entertainment**
 - Please refer to the table on the Financial Services website [Reimbursement Rates for Local Hospitality and Entertainment](#)

We have also updated the **Child Care guidelines** which were introduced in June 2020. Eligibility is being clarified and a daily allowance is now included. Please refer to the Child Care guidelines in the [Procedures for Travel and Other Expenses](#)

YOU MUST Reconcile your travel advances after the event:

Within thirty (30) days of the last day of the event, you must file a complete expense claim for your travel advances and other expenses, if incurred, all on one expense reimbursement request.

<https://www.mcgill.ca/financialservices/travel/howto>

(Use “Submit an Expense Report”)

Forward your expense claim and all receipts and **backup documentation in a single PDF** to Alexandra Lang at mcin.neuro@mcgill.ca . She will review the claim, obtain the necessary signatures, and forward to the Neuro FST for final review , approval and processing.

Any questions can be sent to mcin.neuro@mcgill.ca