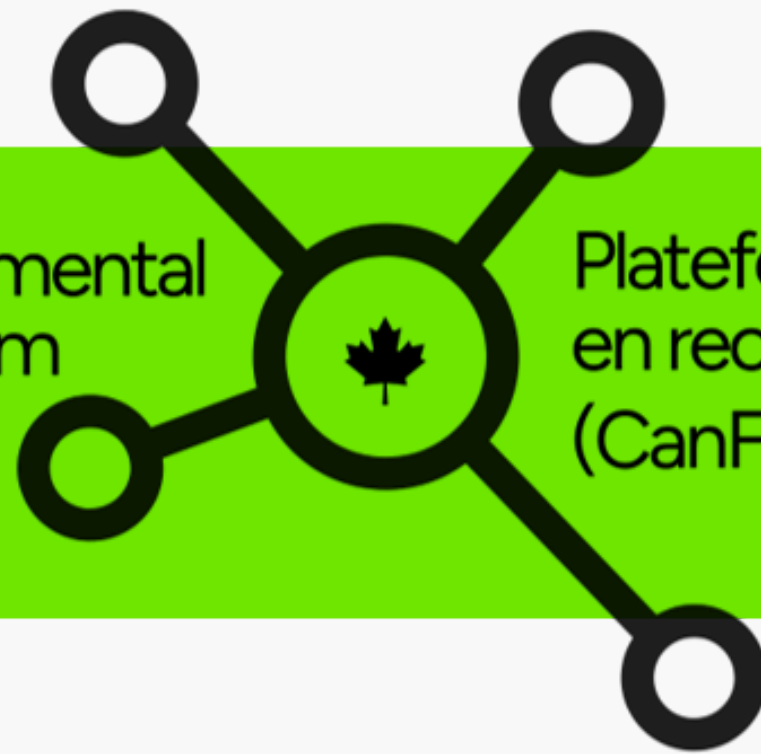


Canadian Neurodevelopmental
Research Training Platform
(CanNRT)



Plateforme canadienne de formation
en recherche neurodéveloppementale
(CanFRN)

How To:

Travel Bookings & Expenses

Necessary Information:

- Main Contact:
 - Nabila Al-Yafi - Elsabbagh.admin@mcgill.ca
- Payment can take up to 45 business days (not including mailing time)
- McGill Faculty/Staff/Students are invited to submit their own expense(s)
- Local travel expenses in Montreal are the responsibility of each guest for the times outside of the event hours. All events & activities will take place at the Sens Hotel.

More details in the information packages!





Eligible and Expendable Items

Item:	Notes:
Train - Round trip	Economy seating
Mileage for person vehicles	Calculated: \$0.57/km, to and from destination
Taxi/Uber	To and from Montreal
Car Rental	To and from Montreal
Bus	To and from Montreal
Food/Per diem	Non-local guests (Outside of greater Montreal area)

Airfare Booking

- Complete Visitor Introduction form:
 - **Only sections A & C by July 1st, 2024**
- Nabila will review and provide you with flight itinerary options
- For questions, contact:
Elsabbagh.Admin@McGill.ca

  Date:

Visitor Airline or Train Ticket Introduction Form
This form allows for the reservation of air/train fare by Direct Travel for the visitor outlined below

Instructions for McGill Requester

1. Complete Section A and B and email form to Direct Travel mcgill@dt.com
2. Email form to the Visitor with instructions to complete Section C and to send directly to mcgill@dt.com
3. When the travel consultant at Direct Travel receives both completed forms, they will send a confirmation email to the Visitor with a copy to the Requester
4. Thereafter, the Visitor should contact the travel consultant directly
5. Prior to ticket issuance the travel consultant will revert back to the Requester to obtain a completed FOAPAL Authorization form for the agreed upon itinerary and fare

Instructions for Visitor

6. Complete Section C
7. Email form directly to mcgill@dt.com


A. VISITOR TRAVELER INFORMATION – to be completed by the requester			
Visitor First and Last Name: <input type="text"/>			
Email Address: <input type="text"/>		Tel #: <input type="text"/>	
Departure date: <input type="text"/>	Return: <input type="text"/>	Departure Airport: <input type="text"/>	
Destination: <input type="text"/>		Return Airport (if different): <input type="text"/>	Tel #: Mobile #: <input type="text"/>
B. UNIVERSITY REQUESTER INFORMATION – to be completed by the requester			
University Host/Requester Name: <input type="text"/>			
Email Address: <input type="text"/>		Telephone Number: <input type="text"/>	
Faculty/Department Name: <input type="text"/>			
Instructions to Direct Travel consultant in the event of trip cancellation by the Visitor: <input type="text"/>			
Indicate any restrictions or other information for the Travel Company to consider: example lowest economy class fare <input type="text"/>			
C. VISITOR PROFILE FORM – to be completed by the Visitor			
Visitor Last Name (as appears in passport): <input type="text"/>	First Name (as appears in passport): <input type="text"/>	Middle Name (if appears in passport): <input type="text"/>	
Telephone Number: <input type="text"/>	Mobile Number: <input type="text"/>	Passport Nationality: <input type="text"/>	
Email Address: <input type="text"/>		Date of Birth: <input type="text"/> (dd/mm/yyyy)	
Additional Comments or Requests from the Visitor: example seat preferences, frequent flyer numbers... <input type="text"/>			

Version April 4, 2023



Expenses and Reimbursement For Visitors

- Retain all eligible detailed receipts or invoices.
If paying by credit card, a credit card receipt or credit card statement is required as proof of purchase.
- Complete visitor claimant signature form;
First Section, mailing address for the purpose of mailing the cheque, Bank information is not required, signature & date.

 **Visitor Claimant Signature Form
Request for Expense Reimbursement**

This form is to be used to obtain the signature of University visitors who have departed prior to their electronic expense report being processed. Along with the receipts, this form must be signed/approved and attached to the official printed expense report. Use of this form is not permitted for McGill employees or McGill students.

I, (print visitor's name), authorize (print person's name) to submit the following expenses on my behalf. Attached are my receipts for:
Purpose related to the expenses: canNRT 2024 Summer School Immersive learning
Expenses were incurred from: (DD-MMM-YYYY) to (DD-MMM-YYYY)
Amount of original receipt(s) attached: CAD\$ USD\$ Other
Estimated expense(s) to be incurred following departure: CAD\$ USD\$ Other
(state nature: i.e. taxi, meal)
Total estimated request for reimbursement in CAD\$

To be completed by Requestor at time of expense report submission
Total Reimbursement Amount: CAD\$

Claimant's Mailing Address: (provide complete address)
Address: City:
State/Province: Country: Postal/Zip Code:
Tel. No: Email address:

Reimbursement to be issued in (choose one): CAD USD Other (specify)*
*All reimbursements in "other" currencies will be made by wire transfer.
*The following banking information is required to ensure successful transmission.

IBAN #:
Bank SWIFT/ABA RT# (if any):
Bank Name:
Bank Address:
Beneficiary Bank Account Number:
Name of Bank Account Holder:

Please note that McGill's bank will not deduct any fees from the amount sent to the recipient. However, the amount received may be less than the amount sent due to fees charged by the intermediary/receiving banks.

I certify that all expenses submitted are accurate and in accordance with University policy and will not be used for income tax purposes. I certify that all expenses paid by the University or by any other party have been deducted. I agree to refund to the University any subsequent reimbursements from other organizations for the expenses submitted.

Claimant's Signature/Approval Date

Revised 2023-Oct-26

Expenses and Reimbursement For McGill Students

- McGill Faculty and Staff are invited to submit their expense reimbursement themselves via Minerva.
 - Fund Code needed
 - Email expense claim report to Nabila for approval

