

How To:

Graduate Student Travel Reimbursement

1. **Before your trip** fill out the “Application Form for Department of Biomedical Sciences – Graduate Student Travel Award” located on the Biomedical Sciences website under “Forms & Links”
2. Get the form signed by your advisor, electronically is OK.
3. Email the form to the Administrative Assistant to the Chair/ Faculty, Kim Best, who will get it signed by the Chair and provide a copy to the Operations Manager for approval.
4. Once approved the form will be put into your mailbox or included in the email to you.
5. If it is not approved because you have reached your Travel Award maximum you will need to get approval from your advisor to pay for the trip through their grant. Please get approval BEFORE going on the trip to make sure you will be reimbursed.
 - Holly Illman, Operations Manager, will let you know once you have reached the limit on your Graduate Student Travel Award. (\$3,000 for PhD and \$1,500 for MSc)
6. **Go on your trip.**
7. Keep all of your detailed receipts from your trip as originals are needed.
8. Contact Holly Illman, Operations Manager, for coding if the trip was approved for coverage by Graduate Travel Awards or your advisor in being covered by one of their grants.
9. Fill out the forms on the Expense Claim System.
<https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/payments-reimbursements/expense-claim-system-ecs-info> Click on [Expense Claim System \(ECS\)](#)
10. Print out the Expense Claim System forms.
11. Take the Expense Claim System forms, Travel Form, and Original Receipts (keep a copy for your records) to Lily in the Dean’s Office for processing. Provide a copy of the completed expense form to Holly Illman, Operations Manager, room 2627.
12. Wait patiently for reimbursement. 😊

If you have any questions please contact:

Holly Illman, Operations Manager

Ext. 54911; Rm 2627; E-mail: illmanh@uoguelph.ca