

Travel Checklist – C&O	
	Review University of Waterloo Policy 31 and Guidelines
	<p>Speak with your Supervisor; understand funding coverage and sources.</p> <ul style="list-style-type: none"> ✓ PI/Supervisor grant ✓ Graduate Student Research Dissemination Award [GSPA GSRDA, \$500 in-person conferences, \$250 virtual] ✓ C&O GSRDA Match [\$500 GSPA, CO \$500]
	<p>Set-up Concur Account</p> <ul style="list-style-type: none"> ✓ make appointment with Administrative Coordinator [Gen Belford, codept@uwaterloo.ca] 3 weeks prior to departure to set up account and review reconciliation requirements.
	<p>Book Travel ... well in advance of trip to secure lowest economical fares.</p> <p>Airfare, ensure that:</p> <ul style="list-style-type: none"> ✓ airfare, is economy class only – coach/standard/flex. ✓ arrival and departure dates are 1 day before and 1 day after the conference dates. ✓ flight cancellation insurance is booked. ✓ if extending trip for personal days, secure a cost comparison for direct flight at the time of booking.
	Book Conference Registration
	Book Accommodation
	<p>Obtain Cash Advance – for all out-of-pocket expenses incurred <u>before</u> travel date.</p> <ul style="list-style-type: none"> ✓ contact the Administrative Coordinator [Gen Belford, codept@uwaterloo.ca] well in advance of departure.
	Keep original itemized receipts and supporting documentation that show proof and method of payment for each expense claimed.
	<p>Claim Settlement</p> <ul style="list-style-type: none"> ✓ settle claim within one month of trip date. <ul style="list-style-type: none"> • *The university will not reimburse expense claims received by Finance four months or more after the travel end date. ✓ access Concur via Finance Resources webpage [use WatIAM credentials and password] <ul style="list-style-type: none"> • two-factor authentication (2FA) is required for sign in. Visit 2FA service for more information • access Concur User Manual using 'Help' link on the upper right-hand corner. • designate C&O Administrative Coordinator as delegate [Gen Belford] • upload receipts, conference documentation, trip purpose, trip itinerary to Concur. ✓ contact delegate to review [Gen Belford]. DO NOT submit; delegate will provide notification when the claim is reviewed and ready to submit.
	Questions? Assistance? Contact C&O Administrative Coordinator, Gen Belford, codept@uwaterloo.ca .