



endMS Summer School Reimbursement Claim Form - FAQs

Direct Deposit Form

- Who needs to complete one?** Anyone claiming a reimbursement for the first time for the Summer School, SPRINT or to the Research Institute – McGill University Health Centre (RI-MUHC) should complete the direct deposit form.
- Are scans acceptable?** Good quality scans are acceptable for both the direct deposit form and the void cheque (not for receipts).
- Who should sign?** The person whose bank account it belongs to should print their name and sign.
- When should you complete and forward the Direct Deposit Form?** Anytime in advance or, simply attach the completed form along with your travel expense reimbursement claim.

Travel Expense Reimbursement Claim Form – Tips to avoid reimbursement delays

- ✓ Please ensure that you enter the “Claim Date” as the day you are submitting the expense claim form, as doing so will provide you with a unique Claim No.
- ✓ *Original receipts and boarding passes must be included.* Copies of credit card statements showing payment of any and all expenses must also be attached.
- ✓ If a receipt is lost, please complete the “Missing Receipt Declaration” (2nd tab in the expense report form).
- ✓ All receipts must be entered individually, i.e. one receipt per line.
- ✓ Handwritten expense claims will not be accepted by the RI-MUHC. Please complete the form on a computer.
- ✓ Remember to deduct all amounts for alcohol (including taxes and tip), as this expense will not be covered by the RI-MUHC.
- ✓ Ensure that you sign your expense claim on the last page.
- ✓ Make a copy of your claim and receipts to keep as backup for your own records.

Mail the completed signed forms and original receipts to:

Anik Schoenfeldt, Program Manager
endMS Research and Training Network Education and Training Office
Research Institute - McGill University Health Centre
1025 Pine Avenue West , Room P2.028
Montreal, QC H3A 1A1

Questions? Phone: 514-843-1442, 1-877-288-2570 / Email: anik.schoenfeldt@mail.mcgill.ca

*** DEADLINE to submit claims: Monday, July 17th 2017 ***