EXPENSE REPORT INFORMATION SHEET
(SFU EMPLOYEE)

- Go to: https://fins.sfu.ca to access the Travel and Expense Center

- Enter a short description of your claim in the “Description” box (ie Place and dates of trip, item purchased, etc) and in the “Comments” box state information such as the purpose of the trip, reason for the purchase, names of those attending if a lunch/dinner, mileage details (origin/destination), etc.

- Check the “Accounting Defaults” to ensure you are charging the claim to the correct account code (grant number).

- If you received a Cash Advance before your trip enter the advance ID in the “Apply Cash Advance(s)” information box.

- Enter each receipt on a separate line. Do not combine receipts, even if they are the same expense type. Ensure the expense date corresponds to the receipt and you have indicated the correct currency*.

- When complete “Save for Later” – Do Not “Submit” your expense report as this allows changes to be made later if necessary.

- “Email Printable Form” to yourself and print from your email.

- Include all the original receipts and any other paperwork with your expense report.

Receipts include:
- Flight receipt/itinerary
- Boarding passes
- Hotel receipt
- Car rental agreement/receipt
- Taxi/bus/train receipts
- Other miscellaneous receipts
- Conference information (Program showing dates, location and topic)
- Meal receipts with names of all attendees listed (if not claiming per diem)

Please tape your receipts to a piece of 8 ½ x 11 paper in the same order as they are entered on the claim. DO NOT STAPLE. You may tape more than 1 receipt on a page provided all details are clearly visible for scanning.

If you have lost a receipt or boarding pass you must complete a Lost Receipt Declaration. This form can be found on the Finance website http://www.sfu.ca/finance/linklists.html under the “Payment Services” then “Employee Travel & Expense – Online Claims” headings.

- Expense reports should be given to the Chemistry Financial Assistant for review.

* If you have expenses in currency other than CAD funds you can choose one of the following:
  - Enter the amount & currency as originally paid. FINS will calculate the exchange rate for you.
  - Enter the converted CAD amount for expenses paid by credit/debit card. To do this you must attach a copy of your credit card/banking statement (with the expense highlighted) to your claim.
  - Attach proof of currency conversion from OANDA Currency Converter (for specific date of expense)