EXPENSE CLAIM INFORMATION SHEET
(NON-EMPLOYEE)

- Go to: http://www.sfu.ca/finance/linklists.html and under Payment Services, Employee Travel & Expense – Online Claims there is a link to the Travel Claim Non-employee form.

- Please complete all applicable sections on both page 1 and 2 and sign the form as the claimant.

- If you received a Cash Advance before your trip enter the advance ID number at the top right hand corner of the form.

- Attach all the original receipts and any other paperwork to your claim.

  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)
  __ Proof of currency conversion if not using SFU’s rates
    (ie credit card statement, Oanda Currency Converter (for date of expense), etc)

  Please tape your receipts to a piece of 8 ½ x 11 paper and ensure 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.

- Have your Supervisor or Chemistry Contact complete the Account(s) to be Charged section at the bottom of page 1 and the Research Funding section on page 2, and have them approve the claim in the Approvals section on page 1.

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