Instructions & list of documents needed for various expense types.

- Be sure to sign your claim form.
- ALL receipts must be originals, including boarding passes. If you are missing a receipt, you’ll need to complete a Lost Receipt Declaration Form and attach it to your claim (found here: https://www.sfu.ca/math/Finances.html)
- Please remember that any receipt that is not 8.5” x 11” in size, MUST be taped down onto a Letter Size Sheet of Paper – 8.5” x 11” (please make sure you tape down both the left and the right side of the receipt or it’ll get stuck in the scanner).
- Please make 1 photocopy of your claim form along with all of the receipts & documentation required. You must submit your original package AND the photocopied package.
- No claim can be submitted until the expense is complete. This means that you can not submit your claim for flight fees until your return flight home has been complete.
- ONLY receipts in the Claimant’s name can be reimbursed.
- If you are not using the SFU Internal Exchange rate (found here: https://www.sfu.ca/finance/departments/treasury/us-exchange-rate.html), please attach either a credit card statement showing the exchange rate used or a print out from an online Exchange Converter, showing the exchange rate for the date of the expense.

### Flights
Itinerary, boarding passes, receipt showing payment made in full by the claimant.

### Accommodation
Detailed Check Out receipt showing dates, extra charges, number of guests and payment made in full by the claimant.

### Meal Per Diem
No receipt is required if claiming as per diem.

### Meal Receipts
Detailed Receipts are required, not just a debit/credit receipt. NO Alcohol is permitted. Group dinners - All attendees names must be listed $65/person limit.

### Mileage
Attach a google map with the total km driven, to your claim

### Conference
When attending a conference, workshop or talk, please attach a copy of the program or something printed from the event webpage showing the dates, location and title.

#### Added Note For Non-Employee Claim Forms

- All dollar amounts listed on the expense claim must be in Canadian Dollars.
- If you wish to be paid in another currency, beside the Canadian Grand Total, write “Please Pay In US Dollars” or whichever currency you wish.
- For quicker payment – if you attach your banking info, a wire transfer can be performed. On the top of your claim form, write “Please Pay by Wire Transfer”.
- Make sure that your Supervisor/Grantee writes in the comment field on the 2nd page of the claim, with a description of your relation to their research work.
- Current Canadian Meal Per Diem rates:
  - $57 – Full Day
  - $13 – Breakfast
  - $15 – Lunch
  - $29 – Dinner

#### Approval Signatures Obtained By The Financial Assistant:

*All claims for Faculty, Grantees, PDF’s & Visitors must be approved by our Department Chair, Mary Catherine Kropinski. Claims for Graduate Students can be approved by the Grantee, an account Delegate or our Department Chair.*