Submitting Expenses

- Visit [http://www.sfu.ca/finance/forms.html](http://www.sfu.ca/finance/forms.html)
- Forms must be signed by PI or authorized delegate
  - Dean or Chair on PI or visiting researcher’s travel expense
- Submit forms directly to MTF 210 – Attn: Research Accounting to avoid delay
Account Codes

- Expense forms will require account codes
- Full string of account (project) code consists of:
  - Fund: 2 digits. ie. 31, 32, or 36
  - Project: 6 digits ie. Your “project number”
  - Account: 4 digits ie. expense code
- Refer to list of “expense” account codes (Project Account Memo)
- Additional account code(s)? Discuss necessity with Research Accounting Administrator
  - Why? Codes linked to invoice/financial report templates
Sample List of Account Codes

ACCOUNT CODES

The full string of an account code consists of Fund (31), Project Number 699999, and Account (expense code).

List of account codes for payroll appointments and other charges:

316999995171 -UNIVERSITY RESEARCH ASSOCIATE
316999995261 -SALARIES RESEARCH SCIENTISTS
316999995262 -SALARIES VISITING SCIENTISTS
316999995263 -SALARIES RESEARCH ASSOC
316999995264 -SALS MASTERS RES ASSIST-CDN
316999995265 -SALS MASTERS RES ASST-FOREIGN
316999995266 -HRLY STAFF NON-STUDENT
316999995269 -SALS RESEARCH TECHNICIAN
316999995272 -SALS UNDERGRAD RES ASSISTS CDN
316999995273 -SALS RESEARCH POST-DOC CDN
316999995274 -SAL RESRCH ASSIST NON-STUDENTS
Supporting Documentation

- Submit forms with supporting documentation
- Refer to sponsor’s policies on supporting documentation
  - ie. what to **state** or **attach**.
  - CFI projects: identify CFI Line# from CFI Itemized List on form
- If not required to submit but should retain for audit:
  - Keep records such as in-kind, matching contribution, and personnel timesheets
- Submit sponsor’s written approval of expense, if an expense was questionable
Supporting Documentation (cont’d)

Examples of required documentation but commonly not provided or insufficient.

- Travel Expense Claims:
  - Identify the relationship of claimant to research group
    Eg. State claimant as “co-investigator”
  - State purpose of travel and how claim relates to the research
  - Attach boarding passes
  - Attach prospectus/program indicating dates of conferences & workshops
  - State date(s), number of participants, and/or purpose for hospitality expenses
  - PI or visiting researcher’s claim signed by Chair or Dean only
Supporting Documentation (cont’d)

• Journal Vouchers
  • Identify the transaction date(s) in FAST or Payroll system of charge(s) on original project account
  • Attach receipts for non-payroll items if cannot be found through drill-down into originating account transaction

• Acquisitions from internal stores and telephone use charges
  • Itemize details of the acquisition/service
  • State method of calculating allocation of costs if shared