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. 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.

<table>
<thead>
<tr>
<th>Flights</th>
<th>Itinerary, boarding passes, receipt showing payment made in full by the claimant.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Detailed Check Out receipt showing dates, extra charges, number of guests and payment made in full by the claimant.</td>
</tr>
<tr>
<td>Meal Per Diem</td>
<td>No receipt is required if claiming as per diem.</td>
</tr>
<tr>
<td>Meal Receipts</td>
<td>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.</td>
</tr>
<tr>
<td>Mileage</td>
<td>Attach a google map with the total km driven, to your claim.</td>
</tr>
<tr>
<td>Conference</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
- 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

Banking Info for Wire Transfers

For visitors outside of Canada & USA, please consider a Wire Transfer for quicker payment.

On the top of your claim form, write “Please Pay by Wire Transfer”, then please enter banking info below. (A printed info sheet from your bank is also acceptable)

Claimant Name: ___________________________ Bank SWIFT/BIC #: ___________________________ Bank IBAN #: ___________________________

Bank Name: ___________________________ Bank Address: ___________________________

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.