

EXPENSE REPORT INFO SHEET – Employee Claim at: <http://www.sfu.ca/finance/linklists.html>

- **FILL IN COMMENT Field** (Purpose of Expense, How it Relates To The Grant Being Charged & If You Are Not The Grantee then Please List Your Relationship To The Grantee)
- Check Your **Default Accounting** for Your Correct Grant Number
- **Save Claim Form** on FINS – Do NOT Submit.
- **Print, then Sign** Copy of Claim Form
- If Claim Form is Being Charged To a **Research Grant** – Please **Fill In Info At Bottom Of Page & Attach To Claim**
- **Attach All Receipts & Paperwork to Claim Form**
- *Make One Full Copy, Then Submit Both the Original & The Copy to Either Your Supervisor OR to the ENSC office - Raj Pabla, Financial Assistant(enscfin@sfu.ca)*

CHECK LIST OF PAPERWORK NEEDED

(all receipts must be TAPED down on a piece of 8½" x 11" paper)

- | | |
|--|----------------------------------|
| ___ Flight Receipt/Itinerary | ___ Boarding Passes |
| ___ Hotel Receipt (from CHECKOUT, not booking) | ___ Car Rental Agreement/Receipt |
| ___ Taxi/Bus/Train Receipts | ___ All Other Misc Receipts |
| ___ Conference Info (Program showing Dates, Location & Topic) | |
| ___ Meal Receipts with Names of all attendees listed (if not claiming a per diem) | |
| ___ Proof of Currency Conversion if not using SFU's rates
(printed from internet, credit card statement, etc) | |

INFO NEEDED FOR ALL RESEARCH EXPENSES (NSERC)

**** FILL IN & ATTACH TO EXPENSE REPORT ****

Purpose Of Trip or Expense: _____

Relation of Expense to Grantee's Research Work: _____

Dates of Travel: _____

Destination (person or location visited): _____

Affiliation with Faculty/Grantee's Research Group:

Grantee PDF Visitor Graduate Student Other: _____