

Dear Students,

Information email only - Please read, and FOLLOW these instructions

1. To help eliminate returns from Finance/Research and speed up the processing time, please print one of the attached PDF Form "Expense Info Sheet" as a reference. It contains a quick list on important info needed when submitting a claim, along with a checklist of what to attach and a short questionnaire that needs to be filled out and submitted with any RESEARCH Claim Forms.
2. If ANY Receipts or Boarding Passes are lost, a [Lost Receipt Declaration](#) must be filled out and signed by yourself, then handed in with your claim for your FACULTY supervisor to Approve.
3. ALL claims MUST have all pieces of paper that are SMALLER than 8 1/2 x 11, **taped** down onto a Letter size piece of paper as these need to be ready for Finance to feed through their scanner. Please do not overlap receipts when you tape them down.
4. You MUST hand in your original full claim

NON-EMPLOYEES

Expense INFO Sheet for NON-EMPLOYEES (attached) - PLEASE PRINT & Read First

Expense Claim for Non-Employees [.pdf](#) or [excel](#) - Use *ONLY if you are NOT on payroll*

~ Please make sure that you and your supervisor fill in the Comment section on the 2nd page with a description of the expense purpose.

SFU EMPLOYEES (ONLY if you are CURRENTLY on SFU payroll)

Expense INFO sheet for EMPLOYEES (attached) - PLEASE PRINT & Read First
[Expense Claims](#) for Employees - ONLY if you are CURRENTLY on payroll . LOGIN WITH YOUR COMPUTING ID AND PASSWORD

If you are unable to create a new expense claim, please send your name & employee number to enscfinsfu.ca so that you can be set up on the system.

~ Please make sure that you fill in the **COMMENT** section on your claim with a description of the expense purpose and relation to your grant or your supervisors grant.

FINAL NOTE: ~ Please make sure that you and your supervisor fill in the Comment section on your CLAIM with a description of the expense purpose.

Thank you, Raj
