

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

- All Items Are Entered On Claim Form including meals & mileage on 2nd page
- All receipts **MUST Be Originals** and MUST be Taped Down onto a Letter Size Piece Of Paper if they are smaller than 8 ½ x 11 – Do Not Overlap Your Receipts (they must all be visible)
- Have your Supervisor (Faculty/Grantee) Fill in The Comment Field on Page 2
- Sign Copy of Claim Form
- Please Fill In Info At Bottom Of Page & Attach To Claim
- **Attach All Original 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 IF CLAIMING THESE ITEMS

(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 (if not claiming a per diem) with Names of all attendees listed. | |
| ___ Proof of Currency Conversion (printed from internet, copy of credit card statement, etc) | |

INFO NEEDED FOR ALL RESEARCH EXPENSES (NSERC)

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

Purpose Of Trip or Expense: _____

Dates of Travel: _____

Destination (person or location visited): _____

Affiliation with Faculty Member's (Grantee) Research Group:

PDF Visitor Graduate Student Visitor Other: _____