

# Expense Claim Form Check List

## Employees (FINS):

- Business Purpose:
  - ⇒ Fund 31: choose “b. Research Expenses –Fund 3X” from the drop down list
  - ⇒ Fund 13, 21, 11: choose the item from the drop down list that applies to your claim

The following documents need to be scanned and uploaded into your expense claim in FINS (only those that apply to your trip):

## Non-Employees – Visitors:

The following documents (original receipts) need to be mailed in with your claim (only those that apply to your trip):

Mailing address:

Department Manager  
Statistics & Actuarial Science  
8888 University Drive, Room SC-K10545  
Burnaby, BC V5A 1S6 CANADA

## **Flight:**

- Itinerary showing flight details and cost of flight. If this does not show that it was paid in full please attach a copy of your credit card statement showing the amount
- All Boarding passes-if some or all are electronic save them as a pdf

## **Accommodations:**

- Detailed Check Out receipt showing dates, charges, and amount showing it was paid in full. If it doesn't show it was paid in full then attach your credit card statement showing the amount was paid

## **Attending a Conference:**

- A copy of the conference webpage that shows the dates & location
- If you presented at the conference a copy of your talk/presentation from conference website

## **Meal Receipts/Per Diems:**

- If claiming Per Diem: Receipts are NOT required
- If claiming receipts: Detailed receipts ARE required (itemized list of what was ordered) not just the Credit/Debit receipts. Alcohol is NOT permitted

## **Car Transportation: You can claim either Mileage or Gas, you can't claim both**

Mileage:

- Attach a google map with the total km driven.

or

Gas:

- Attach copies of your gas receipts

## **Car Rental (You can't claim mileage on Car Rental):**

- Attach copy of the rental charges showing the amount that was paid
- Attach gas receipts