

# Travel Expense Claim Information

## SFU Employees

### Expense report information sheet

In addition to filling out the [online expense claim form](#), please provide the following documentation depending on expenses being claimed:

- Flight receipt, itinerary, and original boarding passes
- Hotel receipt
- Transportation receipts (taxi, bus, train, fuel)
- Conference program showing location, dates, and speaker information
- Meal receipts (if not claiming per diem), with names and affiliation of attendees
- Car rental agreement
- Miscellaneous receipts (materials and supplies, equipment, etc.)
- Proof of currency conversion if using different conversion rates than in FINS (can come from credit card/bank statement)

\* All receipts must be original, itemized (ie. not credit card slips), and show the total amount paid, not the amount owing.

\* Include names and affiliation of any research associates you paid the expenses of.

\* Alcohol is exceptionally allowable with hosting expenses and it requires the Dean's approval. Alcohol expenses can not be charged to an NSERC grant.

\* If you lost, or never received, an original itemized receipt or boarding pass, please complete the Lost Receipt Declaration found below.

\* Include a statement on the purpose of the trip/expenses and how they relate to the grant.

## Non-Employees

### Expense report information sheet

In addition to filling out the [non-employee expense claim form](#), please provide the following documentation depending on expenses being claimed:

- Flight receipt, itinerary, and original boarding passes
- Hotel receipt
- Transportation receipts (taxi, bus, train, fuel)
- Conference program showing location, dates, and speaker information

- Meal receipts (if not claiming per diem), with names and affiliation of attendees
- Car rental agreement
- Miscellaneous receipts (materials and supplies, equipment, etc.)
- Proof of currency conversion if using different conversion than **US exchange rates** (can come from credit card/bank statement)

\* All receipts must be original, itemized (ie. not credit card slips), and show the total amount paid, not the amount owing.

\* Alcohol is not an allowable expense and must be removed from receipts before claiming.

\* If you lost, or never received, an original itemized receipt or boarding pass, please complete the Lost Receipt Declaration found below.

\* Include a statement on the purpose of the trip/expenses and how they relate to the grant.

## Links:

[SFU Financial Services](#)

[Travel and Expense FAQ](#)

[Procedure for the Business and Travel Expense Policy](#)

[TEX \(Online Travel and Expense Claim\) Training for employees](#)

[Quick Reference Guide to Create an Expense Claim](#)

[Travel Claim Non-Employee](#)

[Lost Receipt Declaration](#)