

## EXPENSE REPORT INFO SHEET

- ✍ All Items Are Entered On Claim Form
- ✍ COMMENT Field is Filled In (Purpose of Expense, How it Relates To The Grant Being Charged & If You Are Not The Grantee – 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 Copy of Claim Form
- ✍ Sign Copy of Claim Form
- ✍ If Expense is for **Travel** and 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 Give Both the Original AND the Copy To Casey Bell**

### CHECK LIST OF PAPERWORK NEEDED (all receipts must be TAPED down on a piece of 8½" x 11" paper)

- |   |   |
|---|---|
| <input type="checkbox"/> Flight Receipt/Itinerary   | <input type="checkbox"/> Boarding Passes              |
| <input type="checkbox"/> Hotel Receipt  | <input type="checkbox"/> Car Rental Agreement/Receipt |
| <input type="checkbox"/> Taxi/Bus/Train Receipts  | <input type="checkbox"/> All Other Misc Receipts      |
| <input type="checkbox"/> Conference Info (Program showing Dates, Location & Topic)                          |   |
| <input type="checkbox"/> Meal Receipts (if not claiming a per diem) with Names of all attendees listed.     |   |
| <input type="checkbox"/> Proof of Currency Conversion (print off from internet, credit card statement, etc) |   |

### INFO NEEDED FOR ALL RESEARCH TRAVEL EXPENSES (NSERC) \*\* FILL IN & ATTACH TO EXPENSE REPORT \*\*

<b>Dates of Travel:</b>	<input type="text"/>
<b>Purpose Of Trip:</b>	<input type="text"/>
~	<input type="text"/>
<b>Destination (person or location visited):</b>	<input type="text"/>
~	<input type="text"/>
<b>Affiliation with Grantee's Research Group, if Claimant is Not Grantee:</b>	<input type="text"/>
~	<input type="text"/>
<b>Relation of Expense To Your Research Work:</b>	<input type="text"/>
~	<input type="text"/>