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