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