



EXPENSE REPORT INFORMATION – NON-EMPLOYEES

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 boarding passes
- Hotel receipt
- Transportation receipts (taxi, bus, train, gas)
- Conference program showing location, dates, and speaker
- 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 (from credit card statement, internet conversion table, etc.)

- 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 on research accounts, and must be removed from receipts before claiming.

- If you lost, or never received, an original itemized receipt or boarding pass, please fill out the *Lost Receipt Declaration* form found here:

<http://www.sfu.ca/content/dam/sfu/finance/Forms/Lost%20Receipt%20Declaration.pdf>

FILL IN AND SUBMIT THE FOLLOWING FOR CLAIMS ON RESEARCH ACCOUNTS

Name: _____

Affiliation: _____

Dates of travel: _____

Purpose of trip: _____

Destination: _____

Describe how the travel / expense(s) are related to the research being funded: _____
