

RESEARCH Statement of Expense Check List

Please use the following check list when filing a Statement of Expense for a Research Account. All expenses must be eligible under the criteria of your research grant.

Note: If you omit required information, your claim will be returned to you, by way of inter office mail, with this list attached, and the missing items highlighted. It is your responsibility to check your mail box as no other communication (email, phone call) regarding your claim will be made.

Please return the revised claim by inter-office mail, to Dan St. Georges, with all highlighted items completed or, in the case of missing or incomplete documentation, indicate that we may process the claim without those items. Thank you in advance for your cooperation.

Every claim must include:

- Copy of pre-approval for travel. (This refers to the **application** itself, not just the approval email as the information on the application provides context for your claim.)
- Name
- Purpose of claim clearly stated, including reason for expenses and all destinations
- Your Research Account number
- Dean's signature
- Signature of individual making the claim (payee)
- Date
- Receipts/expenses incurred within the last 6 months. Receipts/expenses older than 6 months will not be reimbursed.
- Receipts in a foreign language must be translated

REB:

- If a protocol is active, include the REB number.

When Attending a Conference:

- Conference program: If attending a conference, include the portion of the program clearly indicating the **name, dates and location of the conference**. If your role at the conference is not included in the program, please provide this information.
- Official receipts for Conference registration costs, presenter fees etc.

When Flying:

- Boarding passes to verify travel.
- Verification of payment in the name of the claimant
- If claiming cost of flight before travel, submit boarding passes after your return with the remainder of your claim

When Driving:

- It is expected that you will research and choose the most cost effective means of travel, ie. renting a vehicle vs. driving your own
- Gas receipts must be accompanied by a car rental invoice. If the car was rented through the university, please provide the Purchase Order number and the dates of the rental.
- Start and stop points for mileage. eg. North Bay to Ottawa

Parking:

- Parking receipts must be included
- If using valet parking, you must provide the standard parking rate available from the location as this is the maximum allowable

Accommodations:

- Invoices showing a zero balance.

Meals:

- Original, itemized receipts. (This means receipts on which purchased items are spelled out. In some cases you may have to ask for a written receipt.)
- Debit/credit receipts. If your itemized receipts do not include tips, you will need this additional receipt to verify tips. Please note: a debit/credit receipt does not replace an itemized receipt.
- Remove liquor charges from meal receipts and corresponding tax and tip.
- Meals charged to your hotel room must be accompanied by an itemized receipt. You will have to ask for one.
- Indicate if meal receipts include research collaborators and provide names.
- Indicate if receipts include meals for non-work related personnel and remove those costs.

When purchasing supplies/equipment:

- Written justification for purchases of equipment or supplies. Please indicate why these are necessary to your research.
- Original, itemized receipts. (This means receipts on which purchased items are spelled out. In some cases you may have to ask for a written receipt.)

When verifying purchases using credit card statements or online receipts:

- Include the portion of the statement which shows the identification of the card/account holder

When paying with Foreign Currency

- Identify the currency.
- When items are not all in the same currency, clearly identify the currency for each item eg. Meal at Keg in Canadian funds, other meals in US funds
- If you are converting to Canadian dollars please indicate the conversion rate used.
- If possible, provide a copy of the credit card statement which shows the amount in Canadian dollars

When working with a research collaborator/assistant

- Signature to authorize use of your account number for expenses claimed by a research collaborator for whom we have a Delegation of Authority on file.
- Signature of individual making the claim (payee)
- The person who incurred the expenses must make the claim. If expenses are incurred by another individual, they must make their own claim, even if they are not Nipissing personnel.
- If the receipt(s) are in the collaborator/assistant's name, but paid by you, you must include a copy of the credit card statement as proof of payment.

When claiming payment to research participants (Honoraria, gift cards etc.)

- Claim the expense after the recipients have been paid (not when gift cards are purchased) and attach a list of each payment using the agreed upon method in your research proposal

Other: (For use by the Research Office)

I am unable to provide the required receipts/documentation at this time. Please process my claim without the following items: _____

Name: _____ Signature: _____

Date: _____

How to Expedite your Claim

1. Use the most up to date version of the Statement of Expense
2. Type the form online.
3. Submit a well-organized statement.
 - To facilitate scanning, please tape receipts, in a single layer on letter sized paper. You may tape receipts on both sides of the page.
 - Use as many pages of the Statement of Expense as necessary, for clarity.
 - Attach a separate sheet with a written summary to explain unusual or confusing claims.
4. Make meal claims clear.
 - Do not automatically claim the daily maximum for meals even if you have exceeded it. Claim based on attached receipts.
 - On the statement, itemize each meal with the name of the restaurant, and list by date
 - Remove liquor from meal receipts
5. Do not split claims on a single form.
 - Submit a separate form for each person sharing the claim
 - Copy receipts and indicate the name of the person submitting the originals.
 - Clearly indicate the portion of the cost you are claiming and who is claiming the balance.
 - Submit shared claims together
6. Do not claim expenses that you cannot verify with a receipt.
7. Do not include debit/credit receipts *unless* they are necessary to show an expense not present on an itemized receipt.
8. Do not submit receipts you are not claiming, unless they are used to support another item on your claim. In this case, provide a written explanation.
9. If a receipt exceeds your claim, please explain why.
10. When claiming mileage, do not submit gas receipts for that mileage. You may not claim both.