

**FACULTY OF LIBERAL ARTS & PROFESSIONAL STUDIES**  
**EXPENSE CLAIM CHECKLIST**  
**(Attach this check list to your claim)**

- Complete / Sign claim form. For claims with charges against 400/500 fund cost centre numbers, also obtain signature of your Chair/Director.
- **Attach** a list of expenses.
- All **ORIGINAL RECEIPTS** must accompany your claim. **Credit Card Statements by themselves are not acceptable.**
- **Submit** your claims for **verification to your Department. Department to obtain signature of Chair if required. Departments are to submit YUFA Travel Claims to the Dean's Office,** for approval signatures.
- Attach the following originals to your claim.
  - Copy of Dean's Office approval letter** for Conference Travel (if applicable).
  - Copy of SSHRC travel grant letter** (if applicable).
  - Copy of Accountable Advance** (if applicable).
  - Airfare** - Attach **travel itinerary** indicating **cost of airfare.**
  - Boarding passes** (from Toronto to Destination and Return)
  - Original **Train tickets / bus tickets / taxi chits.**
  - Convert Foreign Funds to Canadian Funds. Use the following website for conversion rates <http://www.oanda.com/convert/classic>. **Must calculate individually for actual dates expenses occurred, not just one date. Attach a copy of the conversion sheet to your claim. If you credit card statement has a higher conversion rate, attach copy of your credit card statement to your claim.**
  - Original Hotel Invoice(s).**
  - Original Itemized Meal Receipts.**
  - Per Diem** rates for Canada are: Breakfast-\$9.00; Lunch-\$13.00, Dinner \$28.00; incidentals \$10.00 per day, up to a maximum of \$100.00 per trip. Per diem rates for travel in the United States and other destinations outside of Canada are the same rates, only converted to Canadian Funds.
  - Original Conference Registration Form** - indicating amount paid.
  - Copy of **Conference Program** (Front page, plus page where your name appears in the program)
  - Original Receipts for all other expenses.**
  - Mileage – \$0.45 per kilometer. Attach a copy** of mileage calculation from the website <http://ca.maps.yahoo.com> **to your claim.** This website calculates in km.
  - Provide Cost Centre number(s) for any amount to being claimed over the amount granted by Dean's Office. (i.e. Your Claim is \$1,200 – Dean's Office granted \$900, which Cost Centre number should additional \$300 be reimbursed from?)**
  - If any receipts or supporting documentation are missing,** the "Travel and Expense Declaration Affidavit Form" must be completed, signed and included with your claim.

**The Policy on Reimbursement of Expenses and all forms are available on the Finance website at**  
<http://www.yorku.ca/finance/index.htm>