

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>