

EXPENSE CLAIM REVIEW CHECKLIST

1. Identification of Purpose, Destination, and Affiliation to UOIT
 - Purpose of expenses must be clearly documented in sentence form.
 - Include a detailed narrative if claim entails multiple trips or unusual circumstances/expenditures.
 - Purpose of expenses must be clearly linked to research, teaching, or professional activities.
 - If claimant is not an employee, is the affiliation of the claimant clearly documented?
2. Eligibility & Documentation
 - Submit on relevant related forms as per the expense.
 - Cardholder name at the top of the claim form.
 - Time period the expenses were incurred stated and in chronological order.
 - Cardholder who charge expense to research grants must identify their affiliation to the research grant.
 - Provide the fund, org and account to allocate the charges.
 - Ensure the coding of account reflect the type of expense sufficient funds available in the fund to be charged and in accordance with UOIT policies and procedures and/or the granting agency to be charge.
 - Receipts are attached in the order stated on the expense/and or accountable forms.
 - Total dollar amount (including taxes) are in the appropriate columns. Columns will be totalled automatically.
3. If Research related:
 - expenses were incurred within the grant period (if applicable)
 - For research grants only one trip per form. Please note at the top of the form the sequence with the other forms for the current month statement. For example 1 of 3, 2 of 3, etc..
 - Canadian dollars at the rate of exchange in effect at the date of conversion; (source of rate exchange attached to submission recommended source is Oanda)
 - be accompanied by original receipts, invoices or vouchers or travel ticket stubs
 - be clearly identified by date, type of expense and purpose;
 - be signed by the claimant and any other persons specified herein or by any special terms of the contract authorizing the funds;
 - one submission per statement submitted within the deadline specified
 - Mileage reimbursement is \$0.45/km and confirmation of distance travelled must be supported.
 - Gas receipts are not eligible unless for car rentals
 - For airfare include invoice, itinerary for flight and original boarding passes
 - Per diems are no longer allowed for Federal regulated grants.
4. Allowable Expenses
 - Claims for meal expenses will only be reimbursed if the claimant is:
 - on university business
 - away from the office area (i.e., at least 24 kilometers) over a normal meal period
 - has prior approval for the expense (e.g., a business meeting within the office area that must occur over lunch)

- working continuously for more than three hours beyond normal work hours
- Alcohol cannot be claimed and will not be reimbursed as part of a business, travel or meal expense. For rules regarding reimbursement for the service of alcohol as part of a hospitality event see the expense procedures (include link)
- Travel for conferences/workshop must be supported with the registration fee and the conference itinerary as proof of attendance
- Car rentals must be supported by original car rental agreements.
- Identify purpose of trip. If it is research related, detail dates, destinations, person and location visited.
- Hospitality for networking and research activities must include the purpose, date of event, number and name of participants and how they are affiliated with the research grant to charge.
- A claim from an individual who has signing authority or who is the department head shall be signed by the person to whom the claimant reports.
- Expenses over \$5000.00 requires a purchase order.
- Responsibility of Approval Authority
- An expense claim for research funds shall be signed off by the authorized signing officer for a Research Centre.
- A travel-related claim on a research grant shall be approved by the faculty member's Chair or Dean.
- The person responsible for approving claims shall determine whether the expenses being claimed are valid and eligible; have been incurred in compliance with University policies and guidelines; have been adequately documented; and that sufficient funds remain in the cost centre to cover the expenditures.
- submission for processing
- all original, detailed receipts and relevant forms are attached and sent to Finance, Attention: Accounts Payable
- credit card slips without detailed receipts are not acceptable
- All forms always require one up approval. Original signatures are required
- a copy is retained for your records

Please be aware effective April 1 2017, BMO expenses can be viewed and reconciled in Concur (insert link) and must be submitted to Accounts Payable 5 business days after the 27th.

Late submission of statement will be charged to the default fund, org and account

BMO corporate MasterCard cannot be used for personal expenses. In the event a personal expense is charged, the cardholder is required to submit an e-transfer to uoittreasury@uoit.ca for the full amount

5. No Original Receipts form

This form should be completed for the following:

- no more than 1 original receipt is missing
- total value should not be greater than \$50.00
- All cells should be completed and signed by your one up authority level.