Message from the University Comptroller
Expense Claim Review Checklist and Frequently Asked Questions
May 2010

To further support the University community by ensuring all Claims for Reimbursement of Expenses are compliant with York University’s Procedure on the Reimbursement of Expenses, the Finance Department has developed a new Expense Claim Review Checklist and FAQ document as well as a Mileage Log, both of which are now posted on the Finance website.

The purpose of this document is to ensure that all Claims for Reimbursement of Expenses submitted to Finance will withstand public scrutiny by others (such as auditors, government agencies, the public, and the press). It remains essential that York University maintain a high standard of accountability and transparency.

The Expense Claim Review Checklist and FAQ document provides answers to many of the questions that are frequently raised by community members. It also incorporates recent findings from internal and external audits conducted at the University. Claimants and reviewers should take particular note of the guidance surrounding:

- Repetitive use of the affidavit form
- Procurement of and payment for goods/services directly through York’s existing processes
- Strict limitations on use of business class travel, including pre-approval
- Eligibility of mileage and the requirement for mileage logs
- Personal use of phone/internet
- Business stopovers/extensions
- Travel companion expenses

It is important that claims are submitted with sufficient and appropriate supporting documentation that would be both straightforward and acceptable to an impartial observer. Further information on acceptable documentation is provided within the FAQ’s.

Claims must be approved according to the Approval Matrix and submitted within the deadlines noted in the table below:

<table>
<thead>
<tr>
<th>PER’s</th>
<th>Externally Funded Grants</th>
<th>Generic / Start-up / Internal Grants</th>
<th>All Other Cost Centres*</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 months</td>
<td>15 months or deadline set by granting agency, whichever is earlier</td>
<td>6 months</td>
<td>6 months</td>
</tr>
</tbody>
</table>

* including all claims against operating cost centres

The Finance Department strongly recommends that claimants and approvers reference this tool when reviewing Claims for Reimbursement of Expenses. Doing so will increase the level of compliance and eliminate errors, resulting in improved processing turnaround and at the same time demonstrating sound business practices and transparency to all of our stakeholders.

Should you have any questions, please contact:

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