

IDENTIFICATION OF PURPOSE, DESTINATION AND AFFILIATION TO YORK UNIVERSITY

	Claimant is responsible for ensuring the purpose of the expenses' are clearly documented in sentence form. including a detailed narrative if claim entails multiple trips or unusual circumstances/expenditures
	Claimant must ensure the purpose of the expenses are clearly linked to research, teaching, or professional activities
	If claimant is not an employee, the claimant and/or the preparer of the claim must clearly document the affiliation of the claimant.

CLAIM ELIGIBILITY

	Claimant and/or the Preparer needs to ensure the receipts are not older than six (6) months for Fund 400 generic/start-up funds and Fund 200 operating funds.
	Claimant and/or the Preparer needs to ensure the receipts are not older than fifteen (15) months for PER funds (493000 to 497999) and Fund 500 externally funded research grants.
	Receipts attached for meals if charging a provincially funded cost centre.
	Claimant and/or the Preparer needs to check for outstanding advances and clear expenditures against the advance first.
	If expense claim is against a research grant, the Claimant and/or the Preparer needs to check for sufficient funds and ensure expenses were incurred within the grant period.
	Claimant and/or the Preparer needs to check eligibility of expenses against York's Claim for Reimbursement Procedure , the PER Guidelines , PER Guidelines for Senior Scholars , and/or granting agency policies for external research grants.
	Approver needs to review claim for reasonability of amounts being expensed. Expenses that are atypical or could be construed as excessive must have a complete explanation justifying the eligibility.
	Payment to individuals is not permitted on travel claims. The claimant must pay individuals through either Payroll or Accounts Payable. Prior to hire, the completion of the Employee vs. Independent Consultant Questionnaire must be completed and submitted to Finance to determine the employment class.
	Claimant ensures goods subject to the Procurement of Goods and Services Policy and Procedure are not be claimed on an expense claim. Claimants must process these expenses through Procurement Services processes.

DOCUMENTATION

	Claimant must ensure the most economical mode of transportation has been taken. For business class fare to be eligible it must be pre-approved by a Vice-President or higher and supported by all of the following: detailed rationale, including doctor's letter where business class is required for medical reasons.
	Claimant must ensure the claims for airline are supported by original invoices that demonstrate payment has been made by the claimant.
	For Alcohol and hospitality expense the claimant must include a written account of the business purpose, number of attendees, and the names of the attendees and affiliation to the event. Refer to the Hospitality Policy and Procedure . (Note: No alcohol charges are allowed on external grants unless allowed by grantor in writing.)

	Claimant must ensure that all hospitality expenses (excluding catered business meals and large functions) are approved in advance by the supervisor of the most senior employee in attendance at the function. Refer to the Hospitality Policy and Procedure . An approver may not approve any hospitality charges for events that s/he attended.
	Claimant ensures that catered business meals and large functions are approved by the signing authority of the cost centre to be charged. Refer to the Hospitality Policy and Procedure .
	Claimant and/or the preparer should include a mileage log which provides the following for each trip; starting point, ending point, purpose of trip, number of km's. Refer to York's Mileage Log .
	Claimant and/or preparer must ensure that original receipts and proof of payment are attached to the claim. Receipts must clearly itemize the charges in appropriate detail. Note: Credit card receipts are not sufficient (i.e. signature slip by itself is not acceptable).
	Claimant must include original receipt along with proof of payment for all meal charges. Note: Per diems are no longer allowed under Provincial Legislation. Refer to the Claim for Reimbursement Procedure
	If receipts are missing the claimant must include an Attestation Form signed by both the claimant and approver.
	Claimant and/or preparer needs to document how the foreign exchange rate was determined and review rate for reasonability. Helpful Tool: OANDA Currency Converter
APPROVALS	
	Approver ensures that the claims have been approved in accordance with the Approval Matrix for Claims for Reimbursement .
	Approver ensures PER expenses are claimed on separate claim and signed by Department Chair/Head, Dean/Principal or designated Associate Dean/Principal, University Librarian or designated Associate University Librarian, or VP Academic, or President.
	Approver ensures PER expenses for senior scholars have approval of the Office of the Comptroller
	Approver ensures that changes made to expense claim amounts are approved by the claimant via signature or approval e-mail.
CALCULATION AND VERIFICATION	
	Approver reviews mathematical accuracy and tax rebate calculation.
	Approver ensures the correct GL account, fund and cost centre has been applied.

Contacts

Accounts Payable – ext. 40150 and ext. 20233

Research Accounting – ext. 20232 or via e-mail at resacct@yorku.ca