

# **Saint Mary's University**

## **Financial Services**

### **Expense Reporting**

If you have any questions when completing this Expense Report and Expenditure Log, please call Jo Ann Webb in Accounts Payable at 5162 for clarification since incomplete claims will delay your reimbursement. Examples of completed Expense Reports and Expenditure Logs are available at Financial Services, Accounts Payable window.

#### **Instructions for completing the Expense Report and Expenditure Log.**

##### **GENERAL**

1. Fill in personal information on summary sheet first before completing or printing any other sheets.
2. FOAPs and \$ amounts must be completed.
3. Identify in which Province the expenditure took place (i.e. accommodations in Ontario - "ON").
4. GST/HST should be completed if the amount of GST or HST is listed clearly on the receipts. For Provinces that have GST and PST, only include the GST amount. If there is no GST/HST shown on the receipt, then do not enter anything in the "GST/HST actual" Column.
5. In the "Cost" column, please indicate the total cost. (Cost = Price plus GST/HST and/or any other applicable tax).
6. When making inquires to Financial Services regarding your claim, provide the date of Depart / Event as reported on the Expense Report.

##### **FOREIGN CURRENCY CLAIMS**

1. Complete Expenditure Logs for each currency. Indicate country, foreign currency, and exchange rate on the Expenditure Log. The exchange rate to be used is the claimant's actual cost of obtaining foreign funds and must be supported by appropriate documentation (i.e. Credit card statement, exchange certificate etc.)

##### **ACCOMMODATION**

1. In the "Cost" column claim only the hotel room cost and any applicable taxes.
2. Business charges for telephone and hospitality are to be claimed in the appropriate column.

##### **OTHER**

1. Claim for registration fees must include either the (cancelled cheque, credit card slip or receipt from the conference). As well, a copy of the registration form, itinerary, or a copy of the first page of the program must be submitted as well to validate claim for registration fee.
2. Other documented expenses such as telephone, fax charges and EMAIL will be allowed provided they are incurred for University business. Items of a personal nature, such as personal flight insurance, personal liability insurance, alcoholic beverages and personal telephone calls are not reimbursable.