

Claimant Declaration Form

This form:

- must be used when an SAP Concur claim is being submitted on behalf of someone else (i.e. acting as a delegate).
- must be attached to the claim in SAP Concur as supporting documentation.
- can be filled out by either the claimant or the delegate, but must be signed by the claimant.

Claimant Information			
Claimant Name		Claimant Employee/Student ID #	
Claimant Address			
Delegate Information			
Delegate Name			
Claim Information			
Event/Travel Destination		Event/Travel Dates	
SAP Concur Report Title		Amount Requested	
Purpose of Claim			

Choose 1 Claim Type:

- ☐ **Expense Reimbursement** – I certify that all expenses submitted are in accordance with University policy and will not be used as claims to other organization(s) or for Income Tax purposes
- ☐ **Advance/Request** – I confirm that I am requesting these funds to be used for the purpose of an event on behalf of Carleton University. I understand that this is a cash advance request that:
- I am required to report on it within 10 days of the end of my event or travel;
 - I am required to provide all required supporting documentation when submitting my claim, including this advance; and
 - I may receive a Statement of Other Income (T4A) from the University if I do not provide proper accounting documentation for this advance.

Signature (Claimant)

Date

Tip: If you are having trouble uploading this form into SAP Concur, please visit <https://carleton.ca/facts/travel/pdf-documents/>.