



Claimant Declaration

*This form must be attached to the supporting documentation package for any Travel and Expense Reimbursement or Advance request that has been filled out **electronically** by a **Delegate** on behalf of a claimant.*

Instructions:

- 1) Fill in the Event Destination (if applicable), Event Dates, and Purpose of Claim fields, as applicable to the Claim.
- 2) Check the box for either a Reimbursement or Advance Request.
- 3) Print the form.
- 4) Sign and date the appropriate declaration.
- 5) Deliver the form to your delegate along with the supporting documentation for your request.

Claimant Name _____

Claimant ID # _____

Event Destination: _____

Event Dates: _____

Purpose of Claim: _____

☐ 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.

Signature (Claimant)

8 June 2020

Date

☐ Advance

I confirm that I am requesting these funds to be used for the purpose of an event on behalf of Carleton University. This is a cash advance and I will report on it within 10 working days of the end of my event. I will provide all required supporting documentation when submitting my claim, including this advance. If I do not provide an accounting for this advance, I understand that I may receive a Statement of Other Income (T4A) from the University.

Signature (Claimant)

Date

References (to be completed by Delegate)

Document Code: _____

Delegate Name: _____

Payment Amount Requested: _____