Travel AND Expense Reimbursement

Carleton University Travel and Expense Reimbursement
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	Richard Schuster	Claimant ID #	101064729
Event Destination:	-	Event Dates:	9 May 2020
Purpose of Claim:	Article processing charge (Open Access)		

☑ 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.

_____   8 June 2020
Signature (Claimant)   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: _____

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