



# HOW TO COMPLETE YOUR EXPENSE CLAIM FORM - RESEARCH ACCOUNTING (EXPENSE REPORT; PER; & NON-EMPLOYEE PAYMENT FORM (NEPF))

1. Complete all the Claimant information to provide appropriate identification.
2. Complete all the Expense Claim Summary to provide appropriate and relevant information associated to expense submitted.
3. Complete all the Expense Claim Details, by line, to provide individual detailed line item. Please indicate if receipt has been attached for each expense line. Provide payment details / instructions in order to process your payment correctly.
4. All Expense Claim Form must be signed by the Claimant and accompanied with **ORIGINAL SIGNATURE will be processed.**

**\*\*\* Please remember to attached all required backup and documentation according to University policy and procedure, and Sponsor funding terms and conditions.\*\*\***

**WIRE PAYMENT REQUEST FORM** - <http://www.ucalgary.ca/scm/system/files/WireTransferRequestForm.xls>

**ELECTRONIC FUNDS TRANSFER FORM** - <http://www.ucalgary.ca/scm/system/files/EFTForm.pdf>

## Research Accounting

### Drop-off Locations:

5th Floor - TRW Building  
SS 1202 - Social Science  
BI 530B - Biological Science  
ENF 271 - Civil Engineering

If you need any assistance, please do not hesitate to contact our RTA Helpdesk at 403-210-7900 or at [RTAHELP@ucalgary.ca](mailto:RTAHELP@ucalgary.ca)

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### Recommended Checklist

#### Travel Claims

- The purpose of the trip (how it directly relates to the funded research)
- Dates and destinations of travel ( person or location visited)
- Official supporting documentation ( i.e. prospectus or program, indicating the dates or meeting, conference or workshop)
- Details of daily claims for expenditures relating to those visits
- Original detailed receipts (i.e. hotel bills, car rental agreements, etc...)
- Proof of payment for all receipts ( if receipt is in foreign currency you must provide verification of exchange rate or use PeopleSoft default rate)
- Original air travel ticket receipts and boarding passes ( if available) or any other evidence that support travel expense claimed
- For claimants other than the Project Manager, the affiliation with the research project must be specified (i.e. post doc, research assistant, etc...)
- Meeting expenses - you must provide names and number of attendees as well as the purpose of meeting
- If travel is for Tri-Council prepare a separate claim for each trip
- Claimant must sign the claim
- If the claim is charging a Tri-Council fund and the expenses are for a visiting researcher, the Department Head is required to sign / approve the claim

#### For Equipment & Supply Claims:

Justification is required for items that may be deemed personal in nature (i.e. electronic equipment, field work clothing, lab supplies, etc...)