



Campus Alberta Neuroscience

Program Expense Claim GUIDELINES

All successful applicants of a Campus Alberta Neuroscience program must submit a Research Accounting Expense Claim form with original receipts and supporting documentation. The following outlines the steps for successful applicants based on their home institution:

UNIVERSITY OF ALBERTA

Please submit a **Research Accounting Expense Claim** form *with original receipts and supporting documentation* to:

Campus Alberta Neuroscience
HMRB 171, 3330 Hospital Drive NW
Calgary, AB T2N 4N1

Please ensure you check off NEPF and include an Electronic Funds Transfer form with your expense claim.

UNIVERSITY OF CALGARY

Please submit your expenses directly through PeopleSoft. Please call 403-220-2422 to get the accounting string. We require a .pdf copy of the claim submitted.

UNIVERSITY OF LETHBRIDGE

Please submit a **Research Accounting Expense Claim** form *with original receipts and supporting documentation* to:

Campus Alberta Neuroscience
HMRB 171, 3330 Hospital Drive NW
Calgary, AB T2N 4N1

Please ensure you check off NEPF and include an Electronic Funds Transfer form with your expense claim.

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RESEARCH ACCOUNT EXPENSE CLAIM FORM INSTRUCTIONS

1. Sections which **must** be completed on the form are:

- Name and contact information, including a home mailing address
- Expenses being claimed for (page 2 of form)

2. Expense claim guidelines:

- Expense reimbursement is based on the [University of Calgary's Travel and Expense Reimbursement Guidelines](#)
- Original receipts are required for all expenses except for mileage and meal per diems. If a receipt is lost, a **Lost Receipt Declaration Form** must be completed. If you need this form, please contact albertaneuro@ucalgary.ca.
- Mileage is reimbursed at \$0.50 per kilometre
- The meals per diem rate is: \$12 breakfast, \$14 Lunch, \$25 Dinner
- The form **must** be signed by the claimant.

3. If you have any questions in regard to completion of the Expense Claim form, please contact the Campus Alberta Neuroscience office at 403-220-2422.



Heritage Medical Research Building, 3330 Hospital Dr. NW, Calgary, AB T2N 4N1
403-220-2422 | albertaneuro.ca | abneuro@ucalgary.ca

