

NON-EMPLOYEE EXPENSE CLAIM- ELIGIBILITY COMPLIANCE CHECKLIST

INSTRUCTIONS: Please, revise the claim and place “X” on the boxes for each item, if complete. Ensure all boxes are filled. If a field does not apply, please write “N/A” in the corresponding box. If there is an issue with compliance, enter “C” and provide a description below. As applicable, identify missing (“M”) or incomplete information (“I”).

FIELDS IN FORM		ELIGIBILITY OF EXPENSES according to award guidelines	
Funding source top right corner		Are all receipts under the claimant name? otherwise, signed letter from payee needed	
Claimant's Name		Are the receipts acceptable and in order?	
Address		Are all expenses in CAD. Otherwise, proof of exchange rate required	
Business purpose		Are transportation expenses eligible? Baggage fees are not eligible, unless required by research	
Conference dates (if not a conference, write “N/A”)		If transportation dates do not correspond to the conference, are expenses acceptable? (i.e. is there an overcharge due to booking dates?) Whenever possible, provide an estimate for the trip for the eligible dates.	
Are expenses from Research Funds? If so, provide copy of award letter		Are the receipts for transportation correct and complete? Airfares must include an invoice (not an estimate) and original boarding passes; mileage should include a log (mileage in odometer at start and end).	
Description on how the trip is related to research		Are accommodation expenses eligible (room/dates)? Expenses are only eligible for effective dates of event plus travel time. If beyond acceptable, must provide an explanation and adjust the claim for eligible dates.	
Destination		Registration and abstract fees are eligible when the claimant is a presenter, or a co-author of the work	
Dates of travel		Claimed items include taxes and other fees	
Dates of travel match dates of conference (if not a conference, write “N/A”)		Conference Program, with name of presenter highlighted, if possible (when applicable)	
If dates do not match, how many days are eligible. Consider distance traveled for the event.		Badge for the Conference (when applicable)	
Account number		Abstract acceptance letter with name of the claimant	
Total prepaid and due to claimant		Letter of award included	
Total amount is printed, correct and within award limit		Signature from non-employee claimant	
Are there receipts for all expenses listed (except for per-diem)?		Signature from CUE Employee (grant holder, if applicable)	
Is an itemized explanation on per-diem attached? Does it match trip?		Decision on claim. R = Reject due to ineligibility. I =Information needed. C =Corrections needed (return to claimant). A =Approve for compliance.	
Are meal expenses eligible? If possible, verify in the program which meals were provided by the conference. Only claiming eligible per diem items			
Meals are claimed only as per-diem or by receipt (not both) NO ALCOHOL ALLOWED			