

## NON-EMPLOYEE EXPENSE CLAIM- ELIGIBILITY COMPLIANCE CHECKLIST

INSTRUCTIONS: Please, revise the claim and place a checkmark (✓) in the boxes for each item, if completed. 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”).

NON-EMPLOYEE EXPENSES ONLY					
Claimant name		Grant holder name		Grant number	
FIELDS IN FORM			ELIGIBILITY OF EXPENSES		
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 (credit card statement or Bank of Canada rate for dates)	
Business purpose				Are transportation expenses eligible? Baggage fees are not eligible, unless required by research	
Destination and dates are correct				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.	
Conference dates (if not a conference, write “N/A”)				Are the receipts for transportation correct and complete? Airfares must include an invoice and original boarding passes; mileage should include a log	
Are expenses from Research Funds? If so, include award letter				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.	
Detailed description on how the trip is related to research				Registration and abstract fees are eligible when the claimant is a presenter, or a co-author of the work	
Dates of travel match dates of conference (if not a conference, write “N/A”)				Claimed items include taxes and other fees	
If dates do not match, how many days are eligible. Consider distance traveled for the event.				Conference Program, with name of presenter highlighted, if possible (when applicable)	
Account number (60-XXXX-XXXX)				Badge for the Conference (when applicable)	
Total prepaid and due to claimant				Abstract acceptance letter with name of the claimant	
Total amount is printed, correct and within award limit				Letter of award included	
Are there receipts for all expenses listed (except for meals)?				Signature from non-employee claimant	
Is an itemized explanation on per-diem attached? Does it match trip?				Signature from CUE Employee (grant holder, if applicable)	
Are meal expenses eligible? If possible, verify in the program which meals were provided by the conference. Only eligible per diem				Decision on claim. <b>R</b> = Reject due to ineligibility. <b>I</b> =Information needed. <b>C</b> =Corrections needed (return to claimant). <b>A</b> =Approve for compliance.	
Meals are claimed only as per-diem					