

## CLAIM FOR REIMBURSEMENT OF EXPENSES or CLEARING OF ACCOUNTABLE ADVANCE FORM

Accounts Payable  
Date Stamp

**Instructions: *If completing by hand, please print.***

1. Preparer/claimant: Complete all shaded areas as applicable. When complete, **make a copy of your claim and receipts for your records** and forward the original claim to the appropriate approver.
2. Approving department: For research claims, forward original claim with all receipts to A/P. For non-research, retain receipts for departmental records and forward claim form only to A/P. Forward to Accounts Payable, Finance Department.

**Notes:**

- Claim must comply with [Procedure on Reimbursement of Expenses](#). For useful info, see [Expense Claim Review Checklist and FAQ](#).
- Payroll Services processes all remuneration including honorariums, stipends, prizes, etc. SFS processes awards, bursaries, etc. Do not use this form for these payments.
- Purchases of goods/services are not eligible expenses. York must acquire directly through A/P processes, in compliance with [Procurement Procedure](#).
- If refunding the University for an accountable advance, do not send cash through external or internal mail.

<b>Claimant's Name</b>	Surname	First Name		
<b>* Mandatory for all Employees Employee #</b>	E	Direct Deposit	Click here for <a href="#">Employee Direct Deposit Banking Application</a>	
<b>Contact Details</b>	Phone	Email (mandatory)		
<b>Claimant's Mailing Address</b>	Internal campus address or External address			
	City	Province/State	Postal code/Zip	Country

<b>Purpose of Expenses</b> (please also attach agenda for conference-related travel)				
<b>Travel Details</b>	Destination(s)	Dates		
<b>Affiliation to research grant</b> (for research claims)				

**If there is insufficient space to itemize your receipts, please use the [Receipt Itemization and Rebate Calculator tool](#).**

Explanation		Automobile		Expenditures						
Date	Description	# of KM's	Amount @ 45¢	Air, Bus or Rail	Taxis	Lodging	Meals	Hospitality	Other	Total
<b>Total Expenses</b>										

**Preparer must complete all non-shaded areas. Only the specific shaded boxes are for Finance Use.**

Finance Use Only	Vendor ID			Open Advance Reference #		Payable in		
	Chartfield(s) to be Charged			Activity	Optional Time	CAD	USD	Other
	Account	Fund	Cost Centre			Location	Amount	
<b>Checked by</b>	For detailed instructions on the HST/GST rebate, see calculator at <a href="http://www.yorku.ca/finance/documents/rebate_calc.xls">http://www.yorku.ca/finance/documents/rebate_calc.xls</a>							
	001623	200	233009	GST rebatable expenses	\$		x 0.0258	
	001680	200	233009	HST rebatable expenses	\$		x 0.078	
	<b>Total Expenses</b>							
<b>Date</b>	004	01	<b>Less Accountable Advance</b>					
	<b>Due Claimant (if positive)</b>			<b>Refund York (if negative); please attach cheque</b>			<b>Net Amount</b>	

Claimant: I hereby certify I have incurred these expenditures, that they are in compliance with all University policies and they have not been reimbursed by a third party.

Approver: I hereby certify that I have reviewed the expenditures, confirmed that they are in compliance with all University policies, and that sufficient funds are available to cover the expenditures.

Claimant's Name (print)	Claimant's Signature	Approver's Name (print)	Approver's Signature
Title & Unit	Date	Title & Unit	Date
Prepared by (print)	Signature	Secondary Approver's Name (print)	Approver's Signature
Phone	Date	Title & Unit	Date