

Expense Claim Assistance for Tri-Agency Grants

The Office of Research Services is in the process of developing an internal process and procedures for submitting research-related expense claims. This will align with the requirements outlined in the Tri-Agency Guide on Financial Administration (TAGFA) with respect to financial compliance and research funds.

All research-related expenses submitted for expense claim reconciliation must be submitted with original receipts, a detailed description of how each expense directly relates to the research grant, and all required forms are submitted in one complete package (email).

To assist with creating an expense claim package, there is the Expense Claim Assistance for Research Materials spreadsheet and the Expense Claim Assistance for Research Travel spreadsheet. Both of these documents are on the Office of Research Services website in the [Post-award Management](#) section.

The Procedure for Submitting Claims is As Follows:

1. Ensure that the claim is consistent with eligible expenses.
 - Allowable Expenses (D4010)

Prepare your claim using the correct form(s). Forms must be completed by the PI and be current, or the expense claim will be returned.

If you are the recipient of a Tri-Agency grant, a [MacEwan Expense Reimbursement Authorization Form](#) is always required when submitting your expense claim package. Travel-related expenses require a [Research Travel Form](#) in addition to the MacEwan Expense Reimbursement Authorization Form. These forms must be signed by the PI or grantee, and by any additional travelers such as RAs or colleagues.

Other forms that may be required:

- [Declaration of Receipt for Research Participants](#)
- [Expense Reimbursement - Missing Receipt Declaration Form](#)
(myPortal > Forms & Procedures > Forms Cabinet > Forms Cabinet Search)

Recipients for other types of grants do not need to submit the above-mentioned forms, except for when the Declaration of Receipt for Research Participants and/or Missing Receipt Declaration Form is required.

2. Ensure that you have provided all supporting documentation, including:
 - a. receipts must be under the name of the PI, or the claimant that the PI granted authorization to claim the expense;
 - b. "P-Card" or "Out-of-Pocket (OOP)" are to be written on each receipt that is included in the expense package;

- c. in case a receipt is missing, it must be replaced with a Missing Receipt Declaration Form;
- d. for per diems provide an itemization of what per diems were used each day while travelling and include dollar amounts (any meals provided by accommodations, conferences, and/or if claiming meal receipts - per diems cannot be claimed);

per diem expenses can only be claimed for the eligible parts of a trip (if breakfast is provided by the hotel or if a trip starts at noon the breakfast per diem cannot be claimed);

- e. please include full details on the purpose and nature of the expense claim and how it relates to the funded research;
 - f. if the expenses are related to a conference, the PI must also include the program provided by the conference organization, the letter of acceptance of abstract for presentation, invoices for registration, and any other document that can support the attendance and/or presentation by the PI or approved claimant (RA);
 - g. notification of any travel advance received for the trip (all expenses for travel advances must be included in the claim);
 - h. if any expenses were purchased out-of-pocket and are not in Canadian dollars, a proof of exchange rate must be supplied; acceptable rates can be provided via a credit card statement showing the expense and exchange rate;
 - i. to ensure you submit a complete expense package for reconciliation you can include a copy of the *Expense Claim Assistance for Research Materials* spreadsheet or the *Expense Claim Assistance for Research Travel* spreadsheet.
3. Submit your expense claim package directly to research@macewan.ca. Incomplete claims will be returned to the PI for corrections. Once submitted and verified, the Office of Research Services will submit the claim for internal approval. Approved claims will then be forwarded to Finance for final processing.

Your claim must contain all current forms, adequate and full documentation such as receipts and supporting credentials, and detailed descriptions as to the nature and purpose of the expense. Please note expense claims that are not completed as outlined in the procedures listed above will be returned to the PI to complete – ORS will no longer be completing form details on behalf of PIs.

Questions may be directed to the [Office of Research Services](#).