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<b>Name:</b>	<b>Expense Reporting and Reimbursement Procedure</b>
Policy Number:	4-3002
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
Effective Date	2019-OCT-21
Revision Date(s):	1997-JUL-01, 2007-SEP-01, 2011-JUL-01, 2019-OCT-21

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### **General:**

Eligible expenses for University related purposes shall be reimbursed in accordance with University Policy.

### **Reimbursement Report:**

The [Reimbursement Form](#) is to be used for all University travel and the reimbursement of University related out-of-pocket expenses, such as hospitality or other reimbursements.

It is the claimant's responsibility to submit an accurate and complete Reimbursement Form. Incomplete or inaccurate reports will be returned to the Approver, causing delays.

In all cases, a complete, authorized and signed Reimbursement Form is to be submitted to Financial Services within 10 business days of return to ensure expenses are recorded in a timely fashion.

Submit **original** receipts, boarding passes, proof of exchange rates and for hospitality, include the purpose and names of all persons for which the expenditures were incurred as required. Photocopies are not acceptable. When reservations are made electronically and original receipts are electronic, the University reserves the right to request proof of payment.

**Where a travel advance exceeds** expenditures, the excess must be repaid to Saint Mary's University at the time the Reimbursement Form is submitted. Do not forward cash with the report.



**Forms:**

Forms and supporting documents are available on SMUport and Financial Services webpage.

(<http://smu-web5.smu.ca/pages/financial-services/internal-forms.php>).

(<https://smu.ca/about/financial-services-forms.html>).

**Third Party Recoveries:**

Where expenses are recoverable from a third party the University will assist the employee and advise on how to invoice the third party for payment. Where the 3<sup>rd</sup> Party requires original receipts, Financial Services will provide a certified copy.