

DeGroote Experience Fund Expense Submission Checklist

The DeGroote Student Experience

Original itemized receipts must be submitted – copies/pictures not acceptable

Date: [Click here to enter a date.](#)

Name of Claimant: [Click here to enter text.](#)

Email address of Claimant: [Click here to enter text.](#)

Address of Claimant: [Click here to enter text.](#)

Dates of Travel: [Click here to enter text.](#)

Purpose of Travel: [Click here to enter text.](#)

Location of Travel: [Click here to enter text.](#)

Amount to be Reimbursed: [Click here to enter text.](#)

Signature of Claimant: [Click here to enter text.](#)

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Flights:

- Flight itinerary showing flights and cost
- Credit card statement if flight purchased online
- Boarding passes or letter stating electronic check in used
- Lost boarding passes letter (stating lost and will not be claimed in future if found)

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Travel by Car:

- Google map showing clearly start and finish and mileage claimed (x2 if return)
- Itemized receipt for car rental, credit card statement if paid online
- Itemized receipts for gas for rental car
- Itemized receipt for parking (if being claimed)

Travel by Train/Taxi:

- Itemized receipt for train/taxi (card from taxi driver with amount is acceptable)
- Credit Card statement (if paid online for any of above)
- Transaction must match EXACTLY for amount and payee if online (i.e., taxi)

Hotel/Accommodations:

- Hotel Folio
- Credit card statement (if paid online)
- Itemized receipt for hotel restaurant meal (if being claimed and please include details on attendee names and reason for the meeting)

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Conference Registration:

- Itemized receipt and if paid online, credit card statement
- Proof of attendance ie. name tag, agenda

Per Diem Meal Allowance not allowable after May 1, 2012 McMaster Policy:

- Itemized original receipts for all meals to be reimbursed MUST be submitted

Note: If more than one person is included in the meal receipt, please include details (name, institution/company, and reason for meeting)

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Receipt Submission Template

Any template resembling this form will be accepted by Administration (or you can use the budget submission template with actual expenditures). Expected turnaround to process these expenses is *up to 20 business days*.

Name: _____ **Phone:** _____

Total Funding Approved: _____ **Email:** _____

Activity/Event: _____

Date of Event: _____

Date of Submission: _____

Total Funding Approved: _____

Signature: _____

Date	Expense Description	Amount Paid (Canadian/US Dollars)	Amount to be Reimbursed (as per DEF agreement)	HST
Total Expenses		\$ -	\$ -	\$ -

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Are you currently and employee of McMaster University?

No

Yes

If Yes, you will need to add Daniela Husack as a delegate in MOSAIC in order to process your reimbursement. Please follow the steps below:

Delegation for Travel and Expenses

1. Go to: mosaic.mcmaster.ca and sign in using your Mac ID and Password
2. Select Employee Self Service under the Mosaic Home drop down menu
(Found in the middle of the screen)
3. Select Travel and Expenses
4. Select Delegate TnE Entry Authority
5. Under the "Authorize Users" box, select the "+" sign
 - a. Then click the magnifying glass
 - b. Enter the last name of the delegate you wish to assign and hit enter
(To add me, please search 'husackd')
 - c. Select the delegate from the drop down menu
6. Hit Save