

**Purpose of Form:** This **completed** form will be used by your delegated data entry person as a **guide only** when they are entering your claim online in PeopleSoft

**Claimant Name** \_\_\_\_\_

**Claimant Emp ID** \_\_\_\_\_

**Business Purpose** \_\_\_\_\_

**City/Country** \_\_\_\_\_

**Date Departed** \_\_\_\_\_

**Date Returned** \_\_\_\_\_

**Apply Travel Advance ID:** \_\_\_\_\_ **Amount** \_\_\_\_\_

<b>Is your travel research related?</b>	Yes	No
If "Yes" fill out the following fields:		
Supporting Details	_____	
Project ID	_____	
Claimant's Affiliation	_____	

**EXPENSE DETAILS**

Speed Code	Expense Date	Expense Type	Receipt Amount	Currency	No GST	GST Amount	Non Reimb	Description	No Rcpt*

**Notes:** The actual reimbursement total will appear on the online PeopleSoft claim. Claimant's are required to approve their PeopleSoft online claims.  
 \* **No Receipt Justification** - attach justification details to this form.  
 If required create a second sheet for more expense line entries.

**CHECKLIST**

- Personal address and banking information current in BearTracks
- Research supporting details provided, above
- Travel Advance has been applied to the claim (if applicable)
- Original** receipts and other required supporting documents are **attached**

- Verify speedcode(s) are correct
- Relevant detailed information is provided in the description field
- Check non-reimbursable box for any prepaid expenses (TAP/HAP etc.)
- Currency is identified