

DeGroote Experience Fund

Expense Submission Checklist

The DeGroote Student Experience

The reimbursement will be processed based on the approved DEF funding indicated to you pre-event.

Receipts (electronic or hard copy) should contain the following information:

- Supplier identification (company name);
- Identification of purchaser;
- Description of what was purchased and transaction date;
- Amount paid along with proof of payment (e.g. last 4 digits of credit card number)

Conference Registration:

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

Flights:

- Detailed confirmation showing flight itinerary and cost
- Credit card statement if flight purchased online
- Boarding passes (required if you are not submitting any other expenses showing date and location of travel)

Hotel/Accommodations:

- Hotel folio detailing charges and marked paid
- Credit card statement (if paid online)

Travel by Car:

- If claiming mileage with personal car, provide Google map showing clearly start and finish and mileage claimed (x2 if return)
- Itemized receipt for car rental, credit card statement if paid online (mileage cannot be claimed with car rental)
- Itemized receipts for gas
- 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)

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