

EARTH AND OCEAN SCIENCES  
**GENERAL (NON-TRAVEL) EXPENSE CLAIM FORM**  
*Incomplete forms cannot be processed and will be returned to claimant*

Date of Submission: \_\_\_\_\_

Name of Person Claiming: \_\_\_\_\_

Employee ID or Student Number (*required*): \_\_\_\_\_

Phone Number/Email address: \_\_\_\_\_

Speedchart to Charge: \_\_\_\_\_

Categories	Date	Vendor	Amount	
			Foreign Curren	CAD
<b>Meals:</b> (Include full name of guest, affiliation and purpose) Note: itemized meal receipts are required; credit card receipts are not sufficient				
<b>Technical Supplies:</b>				
<b>Other Expenses:</b> (Please specify)				
<b>Total Expenses:</b>				

\_\_\_\_\_  
Signature of Claimant (Full name, no initials)  
***IF UNAVAILABLE PLEASE GIVE EXPLANATION***

***- ORIGINAL RECEIPTS MUST BE SUBMITTED FOR REIMBURSEMENT***  
***- IF RECEIPT IS LOST OR MISPLACED, PLEASE SUBMIT A LOST RECEIPT FORM IN LIEU.***