



- Any missing information will result in an expense claim being sent back and will delay the reimbursement process.

1) Appoint one member to be the team treasurer who will manage the budget and expenses and maintain receipts. This member will be responsible for submitting expense claim on behalf of the team and coordinating the reimbursement of funds.

2) Keep track of group information and purchased items in the

Expense Claim Form.

Expense Claim.

3) Once all the materials have been purchased, the treasurer can submit the

Please ensure that you complete all

the fields in this form.

4) Submit in one email the completed '411 - Expense Reimbursement' form and a copy of all receipts in one single PDF document to Tara Smith [fas\\_admin\\_manager@sfu.ca](mailto:fas_admin_manager@sfu.ca).

5) Print a copy of the summary and mail along with the official receipts to the above-mentioned address **no later than** after the project completion date.