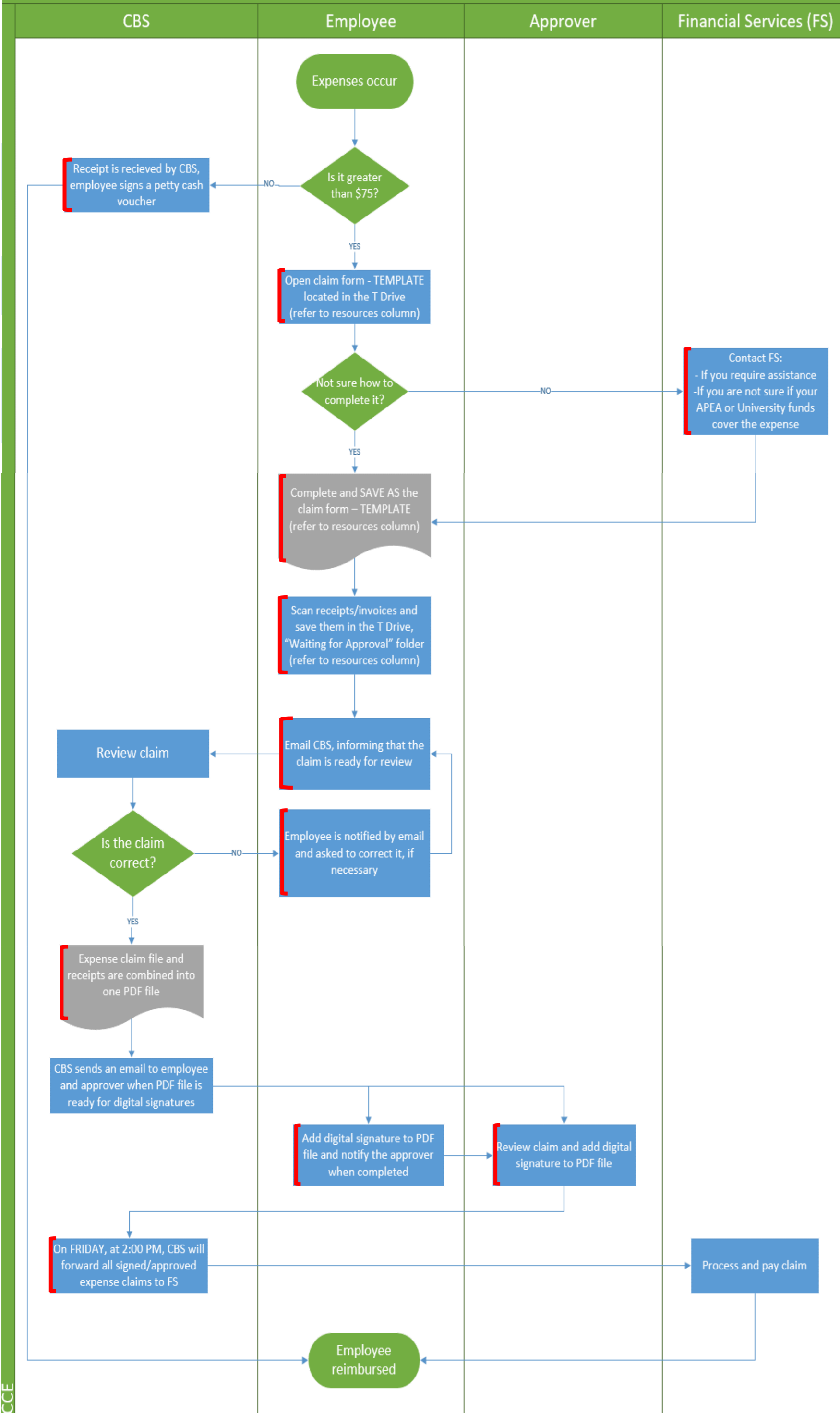


# Submitting an Expense Claim

## RESOURCES



CBS team, room CB211

**File:** 1. Claim form - TEMPLATE  
**Location:** T:\cce\1-Finance\Accounts & Fund Mgmt\Accounts Payable\Expense Claims\Waiting for Approval

**FS:** reimbursement claim@uregina.ca  
**APEA:** apea@uregina.ca or see APEA FAQ  
<https://ursource.uregina.ca/fs/apea-research-specproj/apea/apea-faq.html>  
**General questions:** cbs.cce@uregina.ca

**File:** 1. Claim form - TEMPLATE.  
**Save As:** FIRST NAME & LAST NAME, FUND, MMM DD, YYYY  
*\*If you have multiple files, please create a folder with your FIRST NAME & LAST NAME, FUND, MMM DD, YYYY*

**Name of receipt:** FIRST NAME & LAST NAME, NO. 1  
**Name for multiple receipts:**  
 FIRST NAME & LAST NAME, NO. 1  
 FIRST NAME & LAST NAME, NO. 2  
 FIRST NAME & LAST NAME, NO. #

**Email:** cbs.cce@uregina.ca  
**GST:** For those receipts that only show a total, the GST can be calculated by multiplying the total receipt by 5/105ths

**Note:** CBS will send a screenshot of the error found for future reference

T:\cce\1-Finance\Accounts & Fund Mgmt\Accounts Payable\Expense Claims\Waiting for Approval

**Employee and Approver**  
 Do not overwrite the file; ADD your digital signature only

Reimbursement.Claim@uregina.ca

**NOTES:**  
 1) You must complete the process by Friday if you want to be reimbursed the following Friday.  
 2) Original copies of the documents should be retained by the claimant for 1 year to ensure that scanned documents are legible and in the event of a follow up review/audit.