

Each claimant that requires reimbursement must submit their own Expense Claim Form

Complete this form only if you require reimbursement from student innovation funds. Please ensure the Sum of All Expense Claim forms (student,

Submitting for Reimbursement:

1. Keep a copy of all ORIGINAL ITEMIZED RECIEPTS, items without receipts will not be reimbursed.
2. Complete this form electronically. Hand written and/or incomplete application will NOT be accepted.
3. Enter one receipted expense per line and enter the total dollar amount of the expense (including GST) in Canadian currency
 - a. For foreign currency also include a screenshot or scan of credit card statement **with final \$CAN value**. Remove any personal information or purchase you do not wish to share.
4. Submit the Expense Claim form and receipts with team Outcome Report:
 - a. Submit file as a PDF with the following Name: **Student Innovation Fund Expense Claim Form – FirstName.LastName.pdf**
 - b. Attach Scanned Receipts in single PDF named: **Student Innovation Fund Receipts – FirstName.LastName.pdf**
5. Contact Neila Julca, Applied Research & Innovation Services at 403.284.7190 or SAIT.StudentProjects@sait.ca with any question or concerns.

Project Title:	
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Contact Information (cheque will be sent to address below)	
Name	
Student ID	
Address	
Postal Code	
Phone	
Email	

Date of purchase	Description of Receipt Items	Receipt Total (incl. GST, \$CAD)
TOTAL Amount being Claimed		

I certify that the whole of this expenditure is for activities directly related to this approved student project and that the amounts claimed have not previously been paid to me or on my behalf.

Signature of Claimant	Date
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Name of Approver - Faculty Advisor (please print name)
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Signature of Approver - Faculty Advisor	Date
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The personal information collected through the Student Innovation Funds - Student Expense Form is for reimbursement purpose. This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact Neila Julca at (nelia.julca@sait.ca).