



Claimant Declaration

This form must be attached to the supporting documentation package for any Travel and Expense Reimbursement or Advance request that has been filled out **electronically** by a **Delegate** on behalf of a claimant.

Instructions:

- 1) Fill in the Event Destination (if applicable), Event Dates, and Purpose of Claim fields, as applicable to the Claim.
- 2) Check the box for either a Reimbursement or Advance Request.
- 3) Print the form.
- 4) Sign and date the appropriate declaration.
- 5) Deliver the form to your delegate along with the supporting documentation for your request.

Claimant Name _____	Claimant ID # _____
Event Destination: _____	Event Dates: _____
Purpose of Claim: _____	

Reimbursement

I certify that all expenses submitted are in accordance with University policy and will not be used as claims to other organization(s) or for Income Tax purposes.

_____ Signature (Claimant)	_____ Date
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Advance

I confirm that I am requesting these funds to be used for the purpose of an event on behalf of Carleton University. This is a cash advance and I will report on it within 10 working days of the end of my event. I will provide all required supporting documentation when submitting my claim, including this advance. If I do not provide an accounting for this advance, I understand that I may receive a Statement of Other Income (T4A) from the University.

_____ Signature (Claimant)	_____ Date
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References (to be completed by Delegate)

Document Code: _____

Delegate Name: _____

Payment Amount Requested: _____

