

## Appendix D Approval Matrix for Claims for Reimbursement

Funding Source	Primary Approver (for all claims)	Secondary Approver (where claim exceeds \$5,000 Canadian equivalent)	Deadline	Form	Receipts
Operating, special purpose, ancillary, endowment, or capital fund	Person to whom the claimant reports	Assistant or Associate Vice-President or Vice-President	6 months	<a href="#">Claim for Reimbursement of Expenses</a>	Receipts supporting the Claim for Reimbursement are filed and stored in the local unit.
Research grant (internally funded)	Department Chair/Head or higher - and - Principal Investigator	Not required – Office of Comptroller will review	6 months	<a href="#">Claim for Reimbursement of Expenses</a>	Original receipts are filed and stored with the Claim for Reimbursement at the Office of the Comptroller.
Research grant (externally funded)	Department Chair/Head or higher - and - Principal Investigator	Not required – Office of Comptroller will review	15 months	<a href="#">Claim for Reimbursement of Expenses – Receipts Required for Meals</a> <a href="#">Claim for Reimbursement of Expenses – Claims with Per Diem for Meals</a>	Original receipts are filed and stored with the Claim for Reimbursement at the Office of the Comptroller.
Professional Expense Reimbursement (PER)	One of the following individuals: <ul style="list-style-type: none"> <li>• Department Chair/ Head;</li> <li>• Dean/Principal or designated Associate Dean/Principal;</li> <li>• University Librarian or designated Associate University Librarian; or</li> <li>• Vice-President Academic</li> <li>• <b>President</b></li> </ul>	Not required – Office of Comptroller will review	15 months	<a href="#">Professional Expense Reimbursement Form</a>	Original receipts are filed and stored with the Claim for Reimbursement at the Office of the Comptroller.
Professional Expense Reimbursement for Senior Scholar	Office of the Comptroller	Not required	15 months	<a href="#">Professional Expense Reimbursement Form (Senior Scholars Only)</a>	Original receipts are filed and stored with the Claim for Reimbursement at the Office of the Comptroller.

### University Approval Rules:

- Where claimant is listed as a Primary Approver, then approval must be obtained from the person to whom the claimant reports.
- Claims and advances must be authorized by a signing authority on the cost centre(s) to be charged.