

Recruitment Expense Reimbursement Claim Form

In order for the School of Graduate Studies (SGS) to reimburse your program according to your preapproved recruitment initiative, the expense must be paid by the program first. Please follow the process below to receive reimbursement for your recruitment expenses.

Step 1. You must reimburse an individual for their expenses **and/or** an organization for their goods or services. When you do so:

1. Collect all original receipts.
2. Fill out the relevant Financial Services Expense claim form with all relevant signatures.
3. Photocopy all of the above (receipts & claim form) to provide one full copy to SGS.
4. Submit the original receipts and claim form to Financial Services for processing.
5. Financial Services will reimburse the individual or organization directly.
6. For internal charges (e.g., Event Services), provide a photocopy of the invoice to SGS.

Step 2. The SGS will then reimburse your program (within the agreed amount) if you:

1. Submit to Colette Steer at the SGS (grad.recruitment@queensu.ca):
 - a. This "Recruitment Expense Reimbursement Claim Form" completed in full
 - b. Photocopies of all expense receipts (& boarding tickets if required), invoices etc.
 - c. Photocopies of all Financial Service's forms used to pay for the expenses.
2. All claims (this form & attachments) must be received by the SGS **by the second week of August each year.**
3. The SGS will then transfer the approved amount to your designated program accounts

Step 3. Prior to submitting a new recruitment strategy for following recruitment season, you must provide the SGS with a report on whether you reached your objectives from this past year and if not identify why.

Please provide your account code(s) to be used to transfer the reimbursement on the following page.

Recruitment Expense Reimbursement Claim Form



Fund (5 digits) _____	Fund (5 digits) _____
Department (5 digits) _____	Department (5 digits) _____
Account (6 digits) _____	Account (6 digits) _____
Program (5 digits-optional) _____	Program (5 digits-optional) _____
Class (4 digits-optional) _____	Class (4 digits-optional) _____
Total \$ (inclusive of taxes) _____	Total \$ (inclusive of taxes) _____
HST \$ _____	HST \$ _____
HST Rebate (total HST x 0.7377) _____	HST Rebate (total HST x 0.7377) _____
Transfer (Total \$ less HST rebate) _____	Transfer (Total \$ less HST rebate) _____
Fund (5 digits) _____	Fund (5 digits) _____
Department (5 digits) _____	Department (5 digits) _____
Account (6 digits) _____	Account (6 digits) _____
Program (5 digits-optional) _____	Program (5 digits-optional) _____
Class (4 digits-optional) _____	Class (4 digits-optional) _____
Total \$ (inclusive of taxes) _____	Total \$ (inclusive of taxes) _____
HST \$ _____	HST \$ _____
HST Rebate (total HST x 0.7377) _____	HST Rebate (total HST x 0.7377) _____
Transfer (Total \$ less HST rebate) _____	Transfer (Total \$ less HST rebate) _____

Graduate Program

Signature of Graduate Coordinator

Date