



CLAIMANT	DEPARTMENT	DIVISION
MAILING ADDRESS	POSITION TITLE	CLAIMANT'S HQ'S
	VENDOR NUMBER	ADDRESS
POSTAL CODE		

DATE DD-MMM-YYYY	ITEM DESCRIPTION	BUSINESS PURPOSE	COST (Excluding HST)	HST
POST AUDIT	CLAIM TOTAL		COLUMN TOTALS	

TEAR ALONG THIS DOTTED LINE IF MORE THAN ONE SHEET REQUIRED

<p>I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE FOR GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH PURCHASING RULES PRESCRIBED BY GOVERNMENT PURCHASING AGENCY</p> <p>CLAIMANT'S SIGNATURE _____ DATE _____</p> <p>APPROVED AND CERTIFIED BY:</p> <p>SUPERVISOR/DEPARTMENT HEAD _____ DATE _____</p>	PAYMENT AMOUNT	FOR ACCOUNTING USE ONLY									
		ACCOUNTING DISTRIBUTION									
		CO	RC	ACAT	ACEL	LOBJ	DTC	F USE			
		HST	- 9950	- 701	- 9901	- 4060	- 00000	- 0000			
		01	-	-	-	-	-	-	0000		
		01	-	-	-	-	-	-	0000		
		01	-	-	-	-	-	-	0000		
		01	-	-	-	-	-	-	0000		
		01	-	-	-	-	-	-	0000		
		01	-	-	-	-	-	-	0000		
		← TOTAL PAYMENT AMOUNT									
CLAIM VERIFIED BY: _____		ACCOUNTS DIVISION				DATE _____					
<p>CERTIFIED IN ACCORDANCE WITH SECTION 30 (1) AND 31 (1) OF THE FINANCIAL ADMINISTRATION ACT</p> <p>APPROVED AND AUTHORIZED FOR PAYMENT BY: _____</p> <p>DEPUTY MINISTER (OR DESIGNATE) _____ DATE _____</p>											

INSTRUCTIONS FOR COMPLETING NON-TRAVEL EXPENSE CLAIM

General

Expenses incurred while traveling which relate to the travel may be claimed on the Travel Claim form. The acquisition of goods and services shall be made in a manner and form prescribed by the Government Purchasing Agency, subject to the Public Tender Act. No payments shall be made unless the related expenditure can properly be charged ultimately to an available appropriation.

Top of Form

Complete claimant information as noted on the form. Attach or reference applicable purchase order or purchase approval. Note fiscal year. Staple all documents in the upper left corner of the form.

HST

HST should be excluded from the applicable items listed in the columns for expenditure purposes. The total HST amount should be noted in the applicable column on updated "electronic" forms. Contact the Manager of Expenditure Control and Compliance Section, Office of the Comptroller General for additional information.

Receipts

Receipts for all claimed items must be attached. The absence of a receipt or other appropriate document for these expenses, places the onus on the claimant to produce other evidence of payment which may be recognized. Small receipts must be taped to a sheet of paper. Only one staple should be used in attaching supporting documents.

Document Number

Receipts should be numbered and the number should be inserted in the item description column corresponding to the amount on the claim to which the receipt refers.

Totals

All columns must be added and total entered.

Final Completion (Bottom of Form)

- Claimant must sign and date the certification in the space provided
- All claims must be verified, accounting distribution completed and signed accordingly in the space provided
- All claim forms must be signed and dated, signifying approval and certified as to compliance to policy by claimant's supervisor (or countersigned if claimant is a Minister/Deputy Minister)
- Certification is required per Section 30 (1) and 31 (1) of the Financial Administration Act (electronic approval in the Financial Management System is considered certification for this purpose).
- Forward the original form with attachments to the Government Accounting Division, Office of the Comptroller General.