



expenses, whenever possible. Individuals must attempt to obtain an original receipt from the vendor for all expenses, whenever possible. If the receipt or a copy of the receipt is unobtainable, save this expense, re-open it and click on the "Receipts" tab.

Choose from the Expense(s) below that require a Receipt To create an affidavit, click on the "Receipts" tab.

	Date	Amount	Expense
CAD 32.50			<input checked="" type="checkbox"/> Dinner Ottawa, Ontario

I acknowledge that this expense report contains appropriate business expenses incurred by me on behalf of Queen's University, and are allowable expenses as defined by the Queen's University Travel and Expense Policy. Additionally, I attest that the item(s) and amount(s) are accurate, and further certify that reimbursement of expenses has been or will be sought or accepted from any source. I
