

**PER (SENIOR SCHOLARS ONLY) or  
CLEARING OF ACCOUNTABLE ADVANCE FORM**

Accounts Payable  
Date Stamp

**Instructions:**

1. Preparer/claimant: Complete all non-shaded areas as applicable. When completed, retain a copy of this form for your records and forward the original claim to the appropriate approver.
2. Approving department: Forward original claim with all receipts to Accounts Payable, Suite B, E.O.B.

**Notes:**

- Claim must comply with [Procedure on Reimbursement of Expenses](#) and [PER Guidelines for Senior Scholars](#). For useful info, see [Expense Claim Review Checklist and FAQ](#).
- Payroll Services processes all remuneration including honorariums, stipends, prizes, etc. SFS processes awards, bursaries, etc. Do not use this form for these payments.
- Purchases of goods/services are not eligible expenses. York must acquire directly through A/P processes, in compliance with [Procurement Procedure](#).
- If refunding the University for an accountable advance, do not send cash through external or internal mail.

<b>Claimant's Name</b>	Surname		First Name		
<b>Employee Number</b>	E		Direct Deposit <a href="#">Click here for Employee Direct Deposit Banking Application</a>		
<b>Contact Details</b>	Phone		Email (mandatory)		
<b>Claimant's Mailing Address</b>	Internal campus address or External address				
	City	Province/State	Postal code/Zip	Country	

<b>Purpose of Expenses</b> (please also attach agenda for conference-related travel)					
<b>Travel Details</b>	Destination(s)		Dates		

**If there is insufficient space to itemize your receipts, please use the [Receipt Itemization and Rebate Calculator tool](#).**

Explanation		Automobile		Expenditures						
Date	Description	# of KM's	Amount @ 45¢	Air, Bus or Rail	Taxis	Lodging	Meals	Hospitality	Other	Total
<b>Total Expenses</b>										

**Preparer must complete all non-shaded areas. Only the specific shaded boxes are for Finance Use.**

<b>Finance Use Only</b>	<b>Vendor ID</b>			<b>Open Advance Reference #</b>			<b>Payable in</b>			
							<b>CAD</b>	<b>USD</b>	<b>Other</b>	
	<b>Chartfield(s) to be Charged</b>						<b>Optional</b>		<b>Amount</b>	
	<b>Account</b>	<b>Fund</b>	<b>Cost Centre</b>	<b>Activity</b>	<b>Time</b>	<b>Location</b>				
<b>Checked by</b>	<b>For detailed instructions on the HST/GST rebate, see calculator at <a href="http://www.yorku.ca/finance/documents/rebate_calc.xls">http://www.yorku.ca/finance/documents/rebate_calc.xls</a></b>									
	001623	200	233009	GST rebatable expenses	\$		x 0.0258			
	001680	200	233009	HST rebatable expenses	\$		x 0.078			
	<b>Total Expenses</b>									
<b>Date</b>	004	01	<b>Less Accountable Advance</b>							
<b>Due Claimant (if positive)</b>			<b>Refund York (if negative); please attach cheque</b>				<b>Net Amount</b>			

Claimant: I hereby certify I have incurred these expenditures, that they are in compliance with all University policies and they have not been reimbursed by a third party.

Approver: I hereby certify that I have reviewed the expenditures, confirmed that they are in compliance with all University policies, and that sufficient funds are available to cover the expenditures.

Claimant's Name (print)	Claimant's Signature
Title & Unit	Date
Prepared by (print)	Signature
Phone	Date

Approver's Name (print)	Approver's Signature
Title & Unit	Date

**Approval must be obtained from Dean or Principal. Claimant should forward completed claim to the appropriate office for approval.**