

Research Expense Reimbursement Authorization Form

This form is required from all principal investigators submitting a research or post-travel expense reimbursement request. The form supports the one-up-approval process and is a requirement of all granting agency audit compliance committees.

Please download this form and fill it out using [Adobe Acrobat Reader](#). Once complete, submit the form along with any relevant receipts via the expense claims and reimbursements system (iExpense).

Principal investigator or grantee information

Name	Email
Signature	Date (dd/mm/yyyy)

Expense details

Item number	TMU-Fund-Cost Centre-Account (if applicable, include special activity and employee number)	Expense description	Amount
Item 1	1- - - - -		
Item 2	1- - - - -		
Item 3	1- - - - -		
Item 4	1- - - - -		
Item 5	1- - - - -		
Grand total:			

Approver information

I confirm that this payment complies with TMU's Expense Reimbursement Policy.

Name	Title
Signature	Date (dd/mm/yyyy)