



# Research Expense Justification Form

## Purpose

This form is used to:

- provide research justification for research expense claims;
- support review of travel-related expenditures; and
- document exceptions, additional review requirements, or other information necessary to support review of a claim.

Additional explanation must be provided where standard requirements are not met, including:

- Late submission (beyond 30 days)
- Exceptions to eligibility requirements
- Unusual expenses or circumstances

## 1. Requestor Information

- Name:
- Role:
- Department / Unit:
- Email:

## 2. Funding Information

- Grant Holder
- BU Account Number
- Funder

## 3. Expense Information

Type of Expense

Travel



Goods / Services / Equipment

Other

Date of Expense:

- Amount: \$
- Vendor:
- Description:

#### **4. Research Justification**

Provide a clear explanation of:

- the nature and purpose of the expense;
- how the expense directly supports the research project;
- why the expense is necessary and reasonable.

#### **5. Travel Information**

*(Complete only for travel-related claims)*

Purpose of travel:

Destination(s):

Travel dates:

Conference / event (if applicable):

Presentation or participation (if applicable):

If visiting an individual, explain their relationship to the research project:

#### **6. Supporting Documentation**

Check all attached:



- Itemized receipts
- Proof of payment
- Hotel invoice
- Transportation receipts
- Conference/event documentation
- Additional supporting documentation
- Other

## **7. Exception / Additional Review Required**

Reason for additional review:

- Late submission (more than 30 days)
- Missing documentation
- Unusual expense or circumstance

Examples may include high-cost expenses, atypical purchases, expenses incurred near project end dates, unusual timing or frequency of expenses, or other expenses requiring additional explanation.

- Other

Explanation:

## **8. Certification**

- I confirm the information provided is accurate and complete.
  
- The expense was incurred for legitimate research purposes.



- Supporting documentation has been attached.
- I understand that submission of this form does not guarantee approval.

**Claimant Signature**

Name:

Signature:

Date:

**Institutional Review (for internal use)**

Office of the Vice-President (Research & Graduate Studies) Review:

Name:

Signature:

Date: