

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. Claimant Information

Name:	
Role:	
Department:	
Email:	

2. Funding Information

Grant Holder:	
BU Account No.:	
Funder:	
Project Title:	

3. Expense Information

Type of Expense:

- Travel
- Goods
- Services
- Equipment
- Software
- Other

Date of Expense:	
Amount:	
Vendor:	
Description:	

4. Research Justification

Briefly describe the purpose of the expense and its connection to the research project. For routine research supplies and materials, a short description is sufficient. More detailed justification should be provided for travel or where the purpose, necessity, reasonableness, or relevance of the expense may not be readily apparent.

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5. Travel Information

(Complete only for travel-related claims)

Purpose of travel:	
Destination(s):	
Travel dates:	
Conference/Event: <i>(if applicable)</i>	
Presentation or Participation: <i>(if applicable)</i>	
If visiting an individual, explain their relationship to the research project:	

6. Supporting Documentation

Check all attached:

- Itemized receipts
- Proof of payment
- Invoice
- 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:

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8. Certification

I confirm that:

- 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.

9. Claimant Signature

Name:	
Signature:	
Date:	