



# 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  | Ryerson-Fund-Cost Centre-Account<br>(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 Ryerson's Expense Reimbursement Policy.

|           |                   |
|-----------|-------------------|
| Name      | Title             |
| Signature | Date (dd/mm/yyyy) |