

## **How to avoid common errors when requesting expense reimbursement through Research Finance**

This week and next, Research Finance will be highlighting common errors made when requesting expense reimbursement. Below, please see two of the most common errors encountered with reimbursements:

1. Individual expenses not clearly listed on the [Payment Requisition Form](#) – if sums are lumped together on the requisition form, it can cause confusion and delays for processing your reimbursement. Listing out each individual expense on a new line on the requisition is the best way to ensure speedy processing of your reimbursement.
2. Missing credit card statements – if a personal credit card is used to cover business expenses or travel, a credit card statement showing the expenses must be provided with your reimbursement package. Credit card statements must show the name of the cardholder, the last four digits of the card and the line items being reimbursed. All other info may be blacked out.

Stayed tuned for part two of this series on reimbursement errors, coming to Twice a Week next week.

In the meantime, did you know that there are 40 new tutorial videos that have been developed by the Research Finance team to help support the research community in learning about research finance processes, procedures and policies at Unity Health Toronto? [Check them out.](#)

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