

TPDA/PDA Checklist

Please make sure you have fulfilled all of these requirements before submitting a TPDA/PDA Claim to Financial Services.

- I. A TPDA/PDA claim must include all **original** receipts/documents for each item claimed.
 - Vendor receipt and credit card receipt
- II. Online purchases must be accompanied by:
 - A receipt (which must be marked “Paid” or “Receipt”)
 - A purchase confirmation document
 - In the absence of either one of the above, a packing slip must also be included in the claim
- III. Membership/Subscription renewals being claimed must:
 - Include the renewal notice
 - Include the receipt
 - If no receipt is available, the membership/subscription renewal notice must be accompanied with a copy of your credit card statement or copy of front of cheque used to pay for the renewal.
- IV. Any prepaid airfare/conference registration expense being claimed through TPDA/PDA, must be accompanied:
 - By an **original, completed** application for travel
 - If claiming prepaid airfare, must include the e-ticket or itinerary
 - If claiming conference registration, must include the registration receipt.
- V. If the TPDA/PDA claim has a travel component, you must follow the same guidelines/process for travel claims.
- VI. All items being claimed must be neatly itemized on the lines provided on the claim form.
 - If there is not enough room, must itemize on a separate paper/excel or word sheet and attach it behind the claim form.
- VII. If any amounts being claimed are in foreign funds:

- a) You must convert to CAD funds
- b) You must indicate your rate of exchange being used and provide proof of that rate.