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## Important Action Required for your Travel and Expense Document Submission (TR010400, Maja Cvetkovic)

no-reply@carleton.ca [no-reply@carleton.ca]

**Sent:** Tuesday, August 26, 2014 3:38 PM  
**To:** Maja.Cvetkovic@carleton.ca

Dear Maja Cvetkovic,

Travel and Expense Document TR010400 has been submitted to the Business Office. It will be processed pending receipt and review of the supporting documentation. You are required to perform the following actions in order to complete your submission:

1. Print a copy of this email.
2. Organize, and attach your receipts and any other supporting documentation to the copy of the email.
3. Sign the claimant declaration below.
4. Send the package to the Business Office via inter-office mail or post, to:

Jennalee Black  
301 Robertson Hall  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6

When the supporting documentation is received in the Business Office, your request will be reviewed, approved and forwarded to your supervisor, and the signing authorities, as appropriate. In the event of an error in your submission, the document will be returned to you electronically with instructions on how to correct it. Please allow approximately 6-10 business days for processing after the supporting documentation has been received.

### Claimant Declaration

I certify that all expenses submitted are in accordance with University policies and will not be used as claims to other organization(s) or for Income Tax purposes.

Signature (Maja Cvetkovic)

DATE

You can monitor the status of the request and the approvals through the [Status History](#) area of the Travel & Expense System.

**References:**  
Doc: TR010400; Claimant: Maja Cvetkovic (100959908)  
Report Name: 2014 AFS Annual Meeting  
Payment Requested: 2,904.90 CAD; Authorization Amount Requested: N/A

**For Administrator Use Only:**  
Instance Name: PROD.WORLD  
Email Type: SubmissionNotification  
Workflow Name: Expense Approval for Maja Cvetkovic TR010400

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