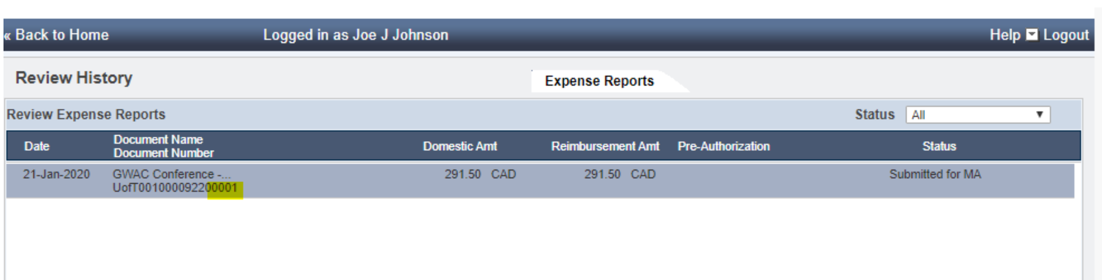
# SumTotal Receipt Submission

Once your claim has been submitted, you will need to submit your original receipts to Financial Services (unless you are specifically asked to submit them to someone within your department).

- All original receipts are to be inserted into a White Expense Claim Envelope. This envelope is similar to the large Brown Interoffice Mail envelope, but it is white and states at the top:
  UNIVERSITY OF LETHBRIDGE
  FOR ONLINE EXPENSE PROFESSIONAL DEVELOPMENT CLAIM USE ONLY
  RECEIPT SUBMISSIONS
- Cross off the previous name (unless the envelope is new) and write your name, department, and claim number.
  - The claim number is the last four digits of the Report Number starting with UofL on your claim.
    - The Report Number is found by looking at the upper right-hand side of the printed Expense Report – Summary Report or by clicking "Review History" from the Welcome screen. Look at claim in question to see the report number under the report description. (The report number of the claim below is #0001.)




- This envelope can be put in the interoffice mail to automatically come to Financial Services or can be dropped off to Financial Services directly (AH178 Anderson Hall).
- If you are sending in your receipts from off campus, you can mail them in an envelope (make sure you include your name and claim number with the receipts) to:

  The University of Lethbridge
  Financial Services
  4401 University Drive W
  Lethbridge, AB T1K 3M4