



**EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT** Financial Services Dept. (revised May 1, 2018)

TO BE COMPLETED BY CLAIMANT	Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER												
<p><b>Indicate reimbursement currency:</b> For expense reimbursements in a currency other than CAD, <b>DO NOT</b> convert expenses to CAD value. <b>NOTE: Original receipts are required.</b></p> <p style="text-align: right;"> <input type="checkbox"/> CAD  <input type="checkbox"/> USD  <input type="checkbox"/> Other         </p>	<p><b>Claim Type:</b> Select claim type. Enter code, below, to complete G/L account. If G/L account is not listed, enter appropriate G/L account on "OTHER" line.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:20px; text-align: center;">0</td><td>EMPLOYEE FIELD TRIP</td></tr> <tr><td style="text-align: center;">1</td><td>EMPLOYEE CONFERENCE</td></tr> <tr><td style="text-align: center;">2</td><td>STUDENT FIELD TRIP</td></tr> <tr><td style="text-align: center;">3</td><td>STUDENT CONFERENCE</td></tr> <tr><td style="text-align: center;">4</td><td>VISITOR</td></tr> </table>	0	EMPLOYEE FIELD TRIP	1	EMPLOYEE CONFERENCE	2	STUDENT FIELD TRIP	3	STUDENT CONFERENCE	4	VISITOR	<p>Business Area:</p> <p>Company Code: <b>UofT</b></p> <p>Document Number:</p>	
0	EMPLOYEE FIELD TRIP												
1	EMPLOYEE CONFERENCE												
2	STUDENT FIELD TRIP												
3	STUDENT CONFERENCE												
4	VISITOR												

**TO BE COMPLETED BY CLAIMANT**

Personnel Number	Period of Travel	EXPENSE CATEGORIES	AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM
Last Name	Initial	AIRFARE: Attach proof of payment & proof of air travel (*)	Travel within Canada	8 4 0 1 0	ER					
			Travel to USA from Ontario	8 4 0 1 0	EE					
Address		ACCOMMODATION:	All other Airfare	8 4 0 1 0	E0					
			ON (13%HST)	8 4 0 2 0	ER					
Purpose and Relevance to University Business			PEI, NS, NF, NB (15%HST)	8 4 0 2 0	EN					
			All other provinces / territories	8 4 0 2 0	EE					
Department Contact		ALLOWANCE:	USA / International	8 4 0 2 0	E0					
			Per Diem: Canada	8 4 0 3 0	EA					
Department		RAIL/BUS:	Per Diem: USA / International	8 4 0 3 0	E0					
			KMS X 54 cents/km	8 4 0 4 0	EA					
Telephone	Fax	PUBLIC TRANSIT	Travel within Canada	8 4 0 5 0	ER					
			Travel outside Canada	8 4 0 5 0	E0					
Date Prepared		CAR RENTAL: Attach detailed receipt & contract (*)	Travel within or outside Canada	8 4 0 5 5	E0					
			ON (13%HST)	8 4 0 6 0	ER					
Signature of Claimant		MEALS: Attach detailed itemized receipts (*)	PEI, NS, NF, NB (15%HST)	8 4 0 6 0	EN					
			All other provinces / territories	8 4 0 6 0	EE					
Print Name	Title	TAXI:	USA / International	8 4 0 6 0	E0					
			ON (13%HST)	8 4 0 7 0	ER					
Signature of Authorized Approver		OTHER:	PEI, NS, NF, NB (15%HST)	8 4 0 7 0	EN					
			All other provinces / territories	8 4 0 7 0	EE					
Print Name	Title		USA / International	8 4 0 7 0	E0					
			ON (13%HST)	8 4 5 0 0 0	ER					
For AA Settlements: Financial Services (original copy) Originating department (photocopy)			PEI, NS, NF, NB (15%HST)	8 4 5 0 0 0	EN					
			All other provinces / territories	8 4 5 0 0 0	EE					
			USA / International	8 4 5 0 0 0	E0					
TOTAL EXPENSES				NOTES:						
LESS: ACCOUNTABLE ADVANCE										
REIMBURSEMENT REQUIRED										
OR REPAYMENT										

(\*) Refer to expense reimbursement checklist @ [Expense Reimbursement Checklist - Template - Financial Services](#) and the Guide to Financial Management @ [Travel and Other Reimbursable Expenses - Policies and Guidelines - Financial Services](#)