



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised May-2013)

TO BE COMPLETED BY CLAIMANT

Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER

Indicate reimbursement currency:
 For expense reimbursements in a currency other than CAD, **DO NOT** convert expenses to CAD value.
NOTE: Original receipts are required.

CAD
 USD
 Other

Purpose: Select purpose. Enter code, below, to complete G/L account. If G/L account is not listed, enter appropriate G/L account on "OTHER" line.

0	EMPLOYEE FIELD TRIP
1	EMPLOYEE CONFERENCE
2	STUDENT FIELD TRIP
3	STUDENT CONFERENCE
4	VISITOR

Business Area: _____
 Company Code: **UofT**
 Document Number: _____

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:	Travel within Canada		8 4 0 1 0	ER						
Address			Travel to USA from Ontario		8 4 0 1 0	EE						
Location and Description		ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0						
			ON, NF, NB (13%HST)		8 4 0 2 0	ER						
Department Contact		RAIL/BUS:	PEI (14%HST)		8 4 0 2 0	EP						
			NS (15%HST)		8 4 0 2 0	EN						
			All other provinces / territories		8 4 0 2 0	EE						
			USA / International		8 4 0 2 0	E0						
Department		ALLOWANCE:	Per Diem: Canada		8 4 0 3 0	EA						
			Per Diem: USA / International		8 4 0 3 0	E0						
			KMS X 47 cents/km		8 4 0 4 0	EA						
Telephone		CAR RENTAL:	Travel within Canada		8 4 0 5 0	ER						
			Travel outside Canada		8 4 0 5 0	E0						
Date Prepared		MEALS:	ON, NF, NB (13%HST)		8 4 0 6 0	ER						
			PEI (14%HST)		8 4 0 6 0	EP						
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance. Signature of Claimant		TAXI:	NS (15%HST)		8 4 0 6 0	EN						
			All other provinces / territories		8 4 0 6 0	EE						
Print Name		OTHER:	USA / International		8 4 0 6 0	E0						
			ON, NF, NB (13%HST)		8 4 5 0 0 0	ER						
Authorized Approval		OTHER:	PEI (14%HST)		8 4 5 0 0 0	EP						
			NS (15%HST)		8 4 5 0 0 0	EN						
Print Name		OTHER:	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												

For Accountable Advance Settlements:
 Financial Services (Original copy)
 Originating Department (Photocopy)