

Expense Reimbursement: Travel

Claimant's Full Name :

Mailing Address & Email Address (For UofT Employee Direct Deposit: include Personnel Number instead)

Period :
Location :

Purpose / Description : **Date :**

Choose one:

0 Employee Fldtrip
 1 Employee Conf/Mtg
 2 Student Fldtrip
 3 Student Conf/Mtg
 4 Visitor

Expense Claim Item	Subtotal						Amount		GL No.	Tax Code
							CAD	Other		
Airfare: Canada & US								84_010	ER / EE	
Airfare: International								84_010	E0	
Accommodation: Canada								84_020		
Accommodation: International								84_020	E0	
Conference fee								837800		
Per Diem Canada \$55 total B'fast \$11 Lunch \$17 Dinner \$27								84_030	EA	
Per diem International \$75 total B \$15 L \$22.50 D \$37.50								84_030	E0	
Meals - claimant								84_070		
Business Meals/Hospitality								836400		
Mileage \$0.47 per km (max of 500 km round trip)								84_040	EA / EO	
Parking								835780		
Car rental								84_060		
Gasoline (for rental car only)								825303		
Rail transport								84_050	ER / EO	
Taxi/bus/subway								845000		
Internet								835050		
Telephone								835010		
Other travel expenses - misc.								84_080		

Total Amount Claimed **Please pay in**

To be paid from
 ER-ON,NB,NL
 EB-BC
 EN-NS
 EE-Other
 EO-Outside Canada
 currency

(Name of Project/Centre)	CC/IO	CFC	Fund	Commitment Item	Allocation
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I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.

Authorized Approval

Authorized Approval

Signature of claimant

Name, Title

Name, Title