

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:

Personnel Number	Period of Travel	EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL OR ORDER	FUNDS CENTER	FUND	COMMITM. 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	20839		102323		
Location and Description		ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0					
Department Contact			ON, NF, NB (13%HST)		8 4 0 2 0	ER					
Department			PEI (14%HST)		8 4 0 2 0	EP					
Telephone			NS (15%HST)		8 4 0 2 0	EN					
Date Prepared			All other provinces / territories		8 4 0 2 0	EE					
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.		ALLOWANCE: <i>Per Diem not permitted on operating accounts.</i>	USA / International		8 4 0 2 0	E0					
Signature of Claimant			Per Diem: Canada		8 4 0 3 0	EA					
Print Name			Per Diem: USA / International		8 4 0 3 0	E0					
Title			KMS X 47 cents/km		8 4 0 4 0	EA					
Authorized Approval			RAIL/BUS:	Travel within Canada		8 4 0 5 0	ER				
Print Name		CAR RENTAL:	Travel outside Canada		8 4 0 5 0	E0					
Title			ON, NF, NB (13%HST)		8 4 0 6 0	ER					
Authorized Approval			PEI (14%HST)		8 4 0 6 0	EP					
Print Name			NS (15%HST)		8 4 0 6 0	EN					
Title			All other provinces / territories		8 4 0 6 0	EE					
Authorized Approval		MEALS: (While travelling)	USA / International		8 4 0 6 0	E0					
Print Name			ON, NF, NB (13%HST)		8 4 0 7 0	ER					
Title			PEI (14%HST)		8 4 0 7 0	EP					
Authorized Approval			NS (15%HST)		8 4 0 7 0	EN					
Print Name			All other provinces / territories		8 4 0 7 0	EE					
Title		TAXI:	USA / International		8 4 0 7 0	E0					
Authorized Approval			ON, NF, NB (13%HST)		8 4 5 0 0 0	ER					
Print Name			PEI (14%HST)		8 4 5 0 0 0	EP					
Title			NS (15%HST)		8 4 5 0 0 0	EN					
Authorized Approval			All other provinces / territories		8 4 5 0 0 0	EE					
Print Name		OTHER:	USA / International		8 4 5 0 0 0	E0					
Title			Books/Publications		8 2 5 6 0 0						
Authorized Approval			Business Meals/Hospitality		8 3 6 4 0 0						
Print Name			Printing/Photocopying		8 3 7 2 0 0						
Title			Cell Phone charges		8 3 5 0 8 0						
Authorized Approval			Supplies		8 2 5 0 0 0						
Print Name			Professional Memberships		8 3 7 4 2 0						
Title			Parking		8 3 5 7 8 0						
TOTAL EXPENSES				\$0.00	NOTES:						
For Accountable Advance Settlements:				LESS: Accountable Advance							
Financial Services (Original copy)				REIMBURSEMENT REQUIRED	\$0.00						
Originating Department (Photocopy)				OR REPAYMENT							