



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised Oct-2010)

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, <u>DO NOT</u> convert expenses to CAD value. NOTE: Original receipts are required.		<input type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> 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.				<table border="1"> <tr><td>0</td><td>EMPLOYEE FIELD TRIP</td></tr> <tr><td>1</td><td>EMPLOYEE CONFERENCE</td></tr> <tr><td>2</td><td>STUDENT FIELD TRIP</td></tr> <tr><td>3</td><td>STUDENT CONFERENCE</td></tr> <tr><td>4 X</td><td>VISITOR</td></tr> </table>		0	EMPLOYEE FIELD TRIP	1	EMPLOYEE CONFERENCE	2	STUDENT FIELD TRIP	3	STUDENT CONFERENCE	4 X	VISITOR	Business Area: Company Code: UofT Document Number:	
0	EMPLOYEE FIELD TRIP																				
1	EMPLOYEE CONFERENCE																				
2	STUDENT FIELD TRIP																				
3	STUDENT CONFERENCE																				
4 X	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:	Travel within Canada		8 4 0 1 0	ER															
Address			All other Airfare		8 4 0 1 0	EE															
			All other Airfare		8 4 0 1 0	E0															
Location and Description		ACCOMODATION:	ON, NF, NB (13%HST)		8 4 0 2 0	ER															
			BC (12%HST)		8 4 0 2 0	EB															
			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																
		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															
Department Contact		RAIL/BUS:	Travel within Canada		8 4 0 5 0	ER															
			Travel outside Canada		8 4 0 5 0	E0															
Department		CAR RENTAL:	ON, NF, NB (13%HST)		8 4 0 6 0	ER															
Telephone Fax			BC (12%HST)		8 4 0 6 0	EB															
			NS (15%HST)		8 4 0 6 0	EN															
			All other provinces / territories		8 4 0 6 0	EE															
Date Prepared		MEALS:	USA / International		8 4 0 6 0	E0															
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.			ON, NF, NB (13%HST)		8 4 0 7 0	ER															
			BC (12%HST)		8 4 0 7 0	EB															
			NS (15%HST)		8 4 0 7 0	EN															
Signature of Claimant			All other provinces / territories		8 4 0 7 0	EE															
			USA / International		8 4 0 7 0	E0															
Print Name Title		TAXI:	ON, NF, NB (13%HST)		8 4 5 0 0 0	ER															
			BC (12%HST)		8 4 5 0 0 0	EB															
			NS (15%HST)		8 4 5 0 0 0	EN															
			All other provinces / territories		8 4 5 0 0 0	EE															
Authorized Approval			USA / International		8 4 5 0 0 0	E0															
			OTHER:																		
Print Name Title																					
For Accountable Advance Settlements: Financial Services (Original copy) Originating Department (Photocopy)		TOTAL EXPENSES		LESS: ACCOUNTABLE ADVANCE		REIMBURSEMENT REQUIRED		OR REPAYMENT		NOTES:											