

Expense Report/Accountable Advance Settlement Form: Instructions for Completion

TO BE COMPLETED BY CLAIMANT		
Field Number	Field Name	Step Description
1.	Personnel Number	Enter claimant's Personnel Number. Enter N/A if the claimant is not a member of the University faculty or staff.
2.	Period of Travel	Enter dates travel expenses started and finished (if applicable).
3.	Last Name /Initial	Enter the last name and initial of the claimant.
4.	Address	University faculty and staff: University address including room number, if available. Others: Full mailing address, including postal code.
5.	Location and Description of Travel	Indicate location of travel and provide description of purpose
6.	Department Contact	Enter the name, department and telephone number of the person who can provide clarification or additional information if required.
7.	Date prepared	Enter the date the form is completed
8.	Declaration by Claimant	The claimant must sign and print name and title.
9.	Authorized Approval	Print the name of the person and title authorized to approve the claim (delegated signing authority). Have the person authorized to approve the claim sign the form.
10.	Currency	Specify the currency in which the payment is to be made.
11.	Expense Categories	Enter the total amount (including taxes) for each type of expense. Most expense types are broken into three categories: <ol style="list-style-type: none"> 1. Expenses incurred inside Ontario. 2. Expenses incurred in other provinces or territories. 3. Expenses incurred outside Canada. Please note that the airfare expense type has its own unique categories.
12.	Other Costs	For other expenses incurred (e.g. parking, supplies, conference fees, etc.) enter a brief description and the corresponding GL account for each type of expense.
13.	Total Expenses	Sum the amounts entered.
14.	Less Accountable Advance	Enter the amount provided as an accountable advance (if applicable).
15.	Reimbursement Required or Repayment	Total Expenses less the Accountable Advance to determine the amount of the reimbursement requested or amount to be repaid by claimant.

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TO BE COMPLETED BY BUSINESS OFFICER		
Field Number	Field Name	Step Description
16.	Business Area	For UofT excluding Ancillaries, enter 1000.
17.	Company Code	Enter the applicable Company Code.
18.	Document No.	Enter the system generated document number upon posting to FIS.
19.	GL Account No.	Enter the number of the purpose code in the blank space. If the expense category is 'Other' enter the applicable G/L Account.
20.	Tax Code	The tax codes for the pre-defined expense categories should not be changed. For Other Costs (see Field Number 12 above) only tax codes E0, ER and EE should be used.
21.	Cost Center/Internal Order	Enter either the applicable cost center or the applicable internal order number but not both.
22.	Fund	If applicable enter the Fund number.
23.	Funds Center	Enter the applicable Funds Center.
24.	Commitment Item	Fill in only if you are changing the default commitment item, i.e. spending budget is loaded onto different commitment item i.e. EXP-UTFA, SPECIAL1, etc.

Note: Original receipts are required to support all claims with the exception of kilometerage and per diem. Photocopies and facsimile receipts are NOT acceptable. Other original receipts may include ticket stubs (travel), statements of guest charges for accommodations, car rental agreement. Where the receipt does not clearly identify the item(s) or services(s) purchased, the claimant should do so. For more information, refer to the Guide to Financial Management - Travel and Other Reimbursable Expenses [<http://www.finance.utoronto.ca/Page112.aspx>]