



**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					
			Travel to USA from Ontario		8 4 0 1 0	EE					
Address		ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0					
			ON, NF, NB (13%HST)		8 4 0 2 0	ER					
			PEI (14%HST)		8 4 0 2 0	EP					
Location and Description			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		PEI (14%HST)		8 4 0 6 0	EP					
			NS (15%HST)		8 4 0 6 0	EN					
			All other provinces / territories		8 4 0 6 0	EE					
Date Prepared			USA / International		8 4 0 6 0	E0					
			MEALS:	ON, NF, NB (13%HST)		8 4 0 7 0	ER				
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.			PEI (14%HST)		8 4 0 7 0	EP					
Signature of Claimant			NS (15%HST)		8 4 0 7 0	EN					
			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					
			PEI (14%HST)		8 4 5 0 0 0	EP					
			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										
TOTAL EXPENSES				\$0.00	NOTES:						
LESS: ACCOUNTABLE ADVANCE											
REIMBURSEMENT REQUIRED											
OR REPAYMENT											
<b>For Accountable Advance Settlements:</b>											
Financial Services (Original copy)											
Originating Department (Photocopy)											