

Exercise 1: a) EXPENSE REIMBURSEMENT via CHEQUE

OTA Departmental Exp. Reimbursement Vendor - 990xxx (Use Vendor Group YTER to do Match Code Search)



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT <small>Financial Services Dept. (revised Oct-2010)</small>											
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.					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.						
<input checked="" type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> Other					0	EMPLOYEE FIELD TRIP	Business Area: 1000				
					1	EMPLOYEE CONFERENCE	Company Code: UofT				
					2	STUDENT FIELD TRIP	Document Number:				
					3	STUDENT CONFERENCE					
					4	<input checked="" type="checkbox"/> VISITOR					
TO BE COMPLETED BY CLAIMANT											
Personnel Number:	Period of Travel:				EXPENSE CATEGORIES		AMOUNT				
	12-Oct-17										
Last Name	Initial	AIRFARE:		Travel within Canada		8 4 0 1 0		ER			
Tobin	A.	Travel to USA from Ontario				8 4 0 1 0		EE			
Address		All other Airfare				8 4 0 1 0		E0			
Dept of Italian Studies		ACCOMMODATION: ON (13%HST)				8 4 0 2 0		ER			
21 Sussex Ave. Room 322		PEI, NS, NF, NB (15%HST)				8 4 0 2 0		EN			
Location and Description		All other provinces / territories				8 4 0 2 0		EE			
Visit to UofT St. George for guest speaking engagement		USA / International				8 4 0 2 0		E0			
York University Professor		ALLOWANCE: Per Diem: Canada				8 4 0 3 0		EA			
		Per Diem: USA / International				8 4 0 3 0		E0			
Department Contact		40 KMS X 54 cents/km				8 4 0 4 0		EA		11042	
Casey Fistrain		RAIL/BUS: Travel within Canada				8 4 0 5 0		ER			
		Travel outside Canada				8 4 0 5 0		E0			
Department		PUBLIC TRANSIT: Travel within or outside Canada				8 4 0 5 5		E0			
Dept of Italian Studies		CAR RENTAL: ON (13%HST)				8 4 0 6 0		ER			
Telephone		PEI, NS, NF, NB (15%HST)				8 4 0 6 0		EN			
978-0000		All other provinces / territories				8 4 0 6 0		EE			
Fax		USA / International				8 4 0 6 0		E0			
978-0001		MEALS: ON (13%HST)				8 4 0 7 0		ER			
Date Prepared		PEI, NS, NF, NB (15%HST)				8 4 0 7 0		EN			
16-Oct-17		All other provinces / territories				8 4 0 7 0		EE			
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.		USA / International				8 4 0 7 0		E0			
Signature of Claimant		TAXI: ON (13%HST)				8 4 5 0 0 0		ER			
Amon Tobin		PEI, NS, NF, NB (15%HST)				8 4 5 0 0 0		EN			
Print Name		All other provinces / territories				8 4 5 0 0 0		EE			
Amon Tobin		USA / International				8 4 5 0 0 0		E0			
Title		OTHER: parking charge		20.00		8 3 5 7 8 0		E1		11042	
Professor - Guest										119820	
Authorized Approval											
Professor S. Mussomeli											
Print Name											
Salvatore Mussomeli											
Title											
Chair											
For Accountable Advance Settlements:					TOTAL EXPENSES					41.60	NOTES:
Financial Services (Original copy)					LESS: ACCOUNTABLE ADVANCE						
Originating Department (Photocopy)					REIMBURSEMENT REQUIRED					41.60	
					OR REPAYMENT						