

EXERCISE 2: Process EXP. REIMBURSEMENT using ERDD EXERCISE 3: Reverse ERDD created in 2 (reversal reason = Stop Payment)
HINT: For this type of Exp. Reimbursement (ERDD) vendor number must start with "8"



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.					<input checked="" 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><input checked="" type="checkbox"/></td><td>EMPLOYEE FIELD TRIP</td></tr> <tr><td>1</td><td><input type="checkbox"/></td><td>EMPLOYEE CONFERENCE</td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td>STUDENT FIELD TRIP</td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td>STUDENT CONFERENCE</td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td>VISITOR</td></tr> </table>		0	<input checked="" type="checkbox"/>	EMPLOYEE FIELD TRIP	1	<input type="checkbox"/>	EMPLOYEE CONFERENCE	2	<input type="checkbox"/>	STUDENT FIELD TRIP	3	<input type="checkbox"/>	STUDENT CONFERENCE	4	<input type="checkbox"/>	VISITOR	Business Area: 1000																																																																																																																																																																																																																																																																																																
0	<input checked="" type="checkbox"/>	EMPLOYEE FIELD TRIP																																																																																																																																																																																																																																																																																																																									
1	<input type="checkbox"/>	EMPLOYEE CONFERENCE																																																																																																																																																																																																																																																																																																																									
2	<input type="checkbox"/>	STUDENT FIELD TRIP																																																																																																																																																																																																																																																																																																																									
3	<input type="checkbox"/>	STUDENT CONFERENCE																																																																																																																																																																																																																																																																																																																									
4	<input type="checkbox"/>	VISITOR																																																																																																																																																																																																																																																																																																																									
Personnel Number: 1000108 Period of Travel: 11-Oct-17					Company Code: UoT																																																																																																																																																																																																																																																																																																																						
Last Name: Hardaway Initial: J.					Document Number:																																																																																																																																																																																																																																																																																																																						
Address: Dept of Italian Studies 21 Sussex Ave. Room 322																																																																																																																																																																																																																																																																																																																											
Location and Description: Dante Project: Kilometrage & parking charge for meeting at McMaster University																																																																																																																																																																																																																																																																																																																											
Department Contact: Casey Fistrain																																																																																																																																																																																																																																																																																																																											
Department: Dept of Italian Studies																																																																																																																																																																																																																																																																																																																											
Telephone: 978-0000 Fax: 978-0001																																																																																																																																																																																																																																																																																																																											
Date Prepared: 16-Oct-17																																																																																																																																																																																																																																																																																																																											
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance. Signature of Claimant: <i>James Hardaway</i>																																																																																																																																																																																																																																																																																																																											
Print Name: James Hardaway Title: Professor																																																																																																																																																																																																																																																																																																																											
Authorized Approval: <i>Professor S. Mussomeli</i>																																																																																																																																																																																																																																																																																																																											
Print Name: Salvatore Mussomeli Title: Chair																																																																																																																																																																																																																																																																																																																											
For Accountable Advance Settlements: Financial Services (Original copy) Originating Department (Photocopy)					NOTES:																																																																																																																																																																																																																																																																																																																						
					<table border="1"> <thead> <tr> <th colspan="2">EXPENSE CATEGORIES</th> <th>AMOUNT</th> <th>G/L ACCOUNT NUMBER</th> <th>TAX CODE</th> <th>COST CENTER</th> <th>INTERNAL OR ORDER</th> <th>FUNDS CENTER</th> <th>FUND</th> <th>COMMITMENT ITEM</th> </tr> </thead> <tbody> <tr> <td rowspan="2">AIRFARE:</td> <td>Travel within Canada</td> <td></td> <td>8 4 0 1 0</td> <td>ER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Travel to USA from Ontario</td> <td></td> <td>8 4 0 1 0</td> <td>EE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="4">ACCOMMODATION:</td> <td>All other Airfare</td> <td></td> <td>8 4 0 1 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ON (13%HST)</td> <td></td> <td>8 4 0 2 0</td> <td>ER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PEI, NS, NF, NB (15%HST)</td> <td></td> <td>8 4 0 2 0</td> <td>EN</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All other provinces / territories</td> <td></td> <td>8 4 0 2 0</td> <td>EE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="3">ALLOWANCE:</td> <td>USA / International</td> <td></td> <td>8 4 0 2 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Per Diem: Canada</td> <td></td> <td>8 4 0 3 0</td> <td>EA</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Per Diem: USA / International</td> <td></td> <td>8 4 0 3 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>170 KMS X 54 cents/km</td> <td>91.80</td> <td>8 4 0 4 0</td> <td>EA</td> <td>11042</td> <td></td> <td>119820</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">RAIL/BUS:</td> <td>Travel within Canada</td> <td></td> <td>8 4 0 5 0</td> <td>ER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Travel outside Canada</td> <td></td> <td>8 4 0 5 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2">PUBLIC TRANSIT</td> <td>Travel within or outside Canada</td> <td></td> <td>8 4 0 5 5</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>8 4 0 6 0</td> <td>ER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="4">CAR RENTAL:</td> <td>ON (13%HST)</td> <td></td> <td>8 4 0 6 0</td> <td>EN</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PEI, NS, NF, NB (15%HST)</td> <td></td> <td>8 4 0 6 0</td> <td>EN</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All other provinces / territories</td> <td></td> <td>8 4 0 6 0</td> <td>EE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>USA / International</td> <td></td> <td>8 4 0 6 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="4">MEALS:</td> <td>ON (13%HST)</td> <td></td> <td>8 4 0 7 0</td> <td>ER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PEI, NS, NF, NB (15%HST)</td> <td></td> <td>8 4 0 7 0</td> <td>EN</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All other provinces / territories</td> <td></td> <td>8 4 0 7 0</td> <td>EE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>USA / International</td> <td></td> <td>8 4 0 7 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="4">TAXI:</td> <td>ON (13%HST)</td> <td></td> <td>8 4 5 0 0 0</td> <td>ER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PEI, NS, NF, NB (15%HST)</td> <td></td> <td>8 4 5 0 0 0</td> <td>EN</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All other provinces / territories</td> <td></td> <td>8 4 5 0 0 0</td> <td>EE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>USA / International</td> <td></td> <td>8 4 5 0 0 0</td> <td>E0</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td rowspan="2">OTHER:</td> <td>parking charge</td> <td>10.00</td> <td>8 3 5 7 8 0</td> <td>E1</td> <td>11042</td> <td></td> <td>119820</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"> TOTAL EXPENSES 101.80 </td> <td colspan="6"> LESS: ACCOUNTABLE ADVANCE </td> </tr> <tr> <td colspan="5"></td> <td colspan="6"> REIMBURSEMENT REQUIRED 101.80 </td> </tr> <tr> <td colspan="5"></td> <td colspan="6"> OR REPAYMENT </td> </tr> </tbody> </table>						EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL OR ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM	AIRFARE:	Travel within Canada		8 4 0 1 0	ER						Travel to USA from Ontario		8 4 0 1 0	EE						ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0						ON (13%HST)		8 4 0 2 0	ER						PEI, NS, NF, NB (15%HST)		8 4 0 2 0	EN						All other provinces / territories		8 4 0 2 0	EE						ALLOWANCE:	USA / International		8 4 0 2 0	E0						Per Diem: Canada		8 4 0 3 0	EA						Per Diem: USA / International		8 4 0 3 0	E0							170 KMS X 54 cents/km	91.80	8 4 0 4 0	EA	11042		119820			RAIL/BUS:	Travel within Canada		8 4 0 5 0	ER						Travel outside Canada		8 4 0 5 0	E0						PUBLIC TRANSIT	Travel within or outside Canada		8 4 0 5 5	E0								8 4 0 6 0	ER						CAR RENTAL:	ON (13%HST)		8 4 0 6 0	EN						PEI, NS, NF, NB (15%HST)		8 4 0 6 0	EN						All other provinces / territories		8 4 0 6 0	EE						USA / International		8 4 0 6 0	E0						MEALS:	ON (13%HST)		8 4 0 7 0	ER						PEI, NS, NF, NB (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						TAXI:	ON (13%HST)		8 4 5 0 0 0	ER						PEI, NS, NF, NB (15%HST)		8 4 5 0 0 0	EN						All other provinces / territories		8 4 5 0 0 0	EE						USA / International		8 4 5 0 0 0	E0						OTHER:	parking charge	10.00	8 3 5 7 8 0	E1	11042		119820												TOTAL EXPENSES 101.80					LESS: ACCOUNTABLE ADVANCE											REIMBURSEMENT REQUIRED 101.80											OR REPAYMENT					
EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL OR ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM																																																																																																																																																																																																																																																																																																																		
AIRFARE:	Travel within Canada		8 4 0 1 0	ER																																																																																																																																																																																																																																																																																																																							
	Travel to USA from Ontario		8 4 0 1 0	EE																																																																																																																																																																																																																																																																																																																							
ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0																																																																																																																																																																																																																																																																																																																							
	ON (13%HST)		8 4 0 2 0	ER																																																																																																																																																																																																																																																																																																																							
	PEI, NS, NF, NB (15%HST)		8 4 0 2 0	EN																																																																																																																																																																																																																																																																																																																							
	All other provinces / territories		8 4 0 2 0	EE																																																																																																																																																																																																																																																																																																																							
ALLOWANCE:	USA / International		8 4 0 2 0	E0																																																																																																																																																																																																																																																																																																																							
	Per Diem: Canada		8 4 0 3 0	EA																																																																																																																																																																																																																																																																																																																							
	Per Diem: USA / International		8 4 0 3 0	E0																																																																																																																																																																																																																																																																																																																							
	170 KMS X 54 cents/km	91.80	8 4 0 4 0	EA	11042		119820																																																																																																																																																																																																																																																																																																																				
RAIL/BUS:	Travel within Canada		8 4 0 5 0	ER																																																																																																																																																																																																																																																																																																																							
	Travel outside Canada		8 4 0 5 0	E0																																																																																																																																																																																																																																																																																																																							
PUBLIC TRANSIT	Travel within or outside Canada		8 4 0 5 5	E0																																																																																																																																																																																																																																																																																																																							
			8 4 0 6 0	ER																																																																																																																																																																																																																																																																																																																							
CAR RENTAL:	ON (13%HST)		8 4 0 6 0	EN																																																																																																																																																																																																																																																																																																																							
	PEI, NS, NF, NB (15%HST)		8 4 0 6 0	EN																																																																																																																																																																																																																																																																																																																							
	All other provinces / territories		8 4 0 6 0	EE																																																																																																																																																																																																																																																																																																																							
	USA / International		8 4 0 6 0	E0																																																																																																																																																																																																																																																																																																																							
MEALS:	ON (13%HST)		8 4 0 7 0	ER																																																																																																																																																																																																																																																																																																																							
	PEI, NS, NF, NB (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																																																																																																																																																																																																																																																																																																																							
TAXI:	ON (13%HST)		8 4 5 0 0 0	ER																																																																																																																																																																																																																																																																																																																							
	PEI, NS, NF, NB (15%HST)		8 4 5 0 0 0	EN																																																																																																																																																																																																																																																																																																																							
	All other provinces / territories		8 4 5 0 0 0	EE																																																																																																																																																																																																																																																																																																																							
	USA / International		8 4 5 0 0 0	E0																																																																																																																																																																																																																																																																																																																							
OTHER:	parking charge	10.00	8 3 5 7 8 0	E1	11042		119820																																																																																																																																																																																																																																																																																																																				
TOTAL EXPENSES 101.80					LESS: ACCOUNTABLE ADVANCE																																																																																																																																																																																																																																																																																																																						
					REIMBURSEMENT REQUIRED 101.80																																																																																																																																																																																																																																																																																																																						
					OR REPAYMENT																																																																																																																																																																																																																																																																																																																						