



| | | | | | | | |
|--|--------------------------|--|---|--|-----------------|----------------------------|-----------------------|
| Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER | | | | | | | |
| <div>CAD<div>10</div></div> <div>USD</div> <div>Other</div> | | <div>Claim Type: Select claim type. Enter code, below, to complete G/L account. If G/L account is not listed, enter appropriate G/L account on "OTHER" line.</div> | <div>0EMPLOYEE FIELD TRIP</div> <div>1EMPLOYEE CONFERENCE</div> <div>2STUDENT FIELD TRIP</div> <div>3STUDENT CONFERENCE</div> <div>4VISITOR</div> | <div>Business Area:<div>18</div></div> <div>Company Code:<div>19</div> UofT</div> <div>Document Number:<div>20</div></div> | | | |
| <div>3# OF KM (round trip)</div> | <div>21G/L ACCOUNT</div> | <div>22TAX CODE</div> | <div>COST CENTER OR INTERNAL ORDER</div> | <div>FUNDS CENTER</div> | <div>FUND</div> | <div>COMMITMENT ITEM</div> | <div>ASSIGNMENT</div> |
| | 8 4 0 1 0 | ER | | | | | |
| | 8 4 0 1 0 | EE | | | | | |
| | 8 4 0 1 0 | E0 | <div>23</div> | <div>24</div> | <div>25</div> | <div>27</div> | <div>28</div> |
| | 8 4 0 1 0 | ER | | | | | |
| | 8 4 0 1 0 | EE | | | | | |
| | 8 4 0 1 0 | E0 | | | | | |
| | 8 4 0 2 0 | ER | | | | | |
| | 8 4 0 2 0 | EN | | | | | |
| | 8 4 0 2 0 | EE | | | | | |
| | 8 4 0 2 0 | E0 | | | | | |
| | 8 4 0 3 0 | EA | | | | | |
| | 8 4 0 3 0 | E0 | | | | | |
| | 8 4 0 4 0 | EA | | | | | |
| | 8 4 0 5 0 | ER | | | | | |
| | 8 4 0 5 0 | E0 | | | | | |
| | 8 4 0 5 5 | E0 | | | | | |
| | 8 4 0 6 0 | ER | | | | | |
| | 8 4 0 6 0 | EN | | | | | |
| | 8 4 0 6 0 | EE | | | | | |
| | 8 4 0 6 0 | E0 | | | | | |
| | 8 4 0 7 0 | ER | | | | | |
| | 8 4 0 7 0 | EN | | | | | |
| | 8 4 0 7 0 | EE | | | | | |
| | 8 4 0 7 0 | E0 | | | | | |
| | 8 4 5 0 0 0 | ER | | | | | |
| | 8 4 5 0 0 0 | EN | | | | | |
| | 8 4 5 0 0 0 | EE | | | | | |
| | 8 4 5 0 0 0 | E0 | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL EXPENSES | <div>15</div> | NOTES: | | | | | |
| COUNTABLE ADVANCE | <div>16</div> | | | | | | |
| COURSEMENT REQUIRED | | | | | | | |
| OR REPAYMENT | <div>17</div> | | | | | | |

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. If the claimant is not an employee, state the business purpose (e.g. state of affiliation of the claimant to the PI's research project). |
| 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. | Purpose & Relevance to University Business | Indicate University purpose, destination, persons (including names and titles and organization affiliation) and/or organization visited, and conference name where applicable. |
| 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. | Signature of Claimant | The claimant must sign and print name and title. By signing the expense report, the claimant acknowledges that they have read and agree with the declaration. |
| 9. | Signature of Authorized Approval | The authorized approver must sign and print name and title. By signing the expense report, the authorized approver acknowledges that they have read and agree with the declaration. |
| 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 four categories: 1. Expenses incurred in Ontario. (HST rate 13%) 2. Expenses incurred in Atlantic provinces. (HST rate 15%) 3. Expenses incurred in all other provinces and territories. (GST rate 5%) 4. Expenses incurred outside Canada. Please note that the airfare expense type has its own unique categories. |
| 12. | Flight Class | Use the applicable flight class of serve (ECONOMY or ABOVE-ECONOMY). |
| 13. | # of KM | Enter the number of KM flown round-trip. |
| 14. | 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. |
| 15. | Total Expenses | Sum the amounts entered. |
| 16. | Less Accountable Advance | Enter the amount provided as an accountable advance (if applicable). |
| 17. | 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. |

Continued...

Expense Report/Accountable Advance Settlement Form: Instructions for Completion

| TO BE COMPLETED BY BUSINESS OFFICER | | |
|--|----------------------------|---|
| Field Number | Field Name | Step Description |
| 18. | Business Area | For UofT excluding Ancillaries, enter 1000. |
| 19. | Company Code | Enter the applicable Company Code. |
| 20. | Document No. | Enter the system generated document number upon posting to FIS. |
| 21. | 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. |
| 22. | Tax Code | The tax codes for the pre-defined expense categories should not be changed. |
| 23. | Cost Center/Internal Order | Enter either the applicable cost center or the applicable internal order number but not both . |
| 24. | Fund | If applicable enter the Fund number. |
| 25. | Funds Center | Enter the applicable Funds Center. |
| 26. | 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. |
| 27. | Assignment | Enter a description of the transaction to help track line item postings. |

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://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/>