



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised September 16, 2025)

TO BE COMPLETED BY CLAIMANT				Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER											
<p>Indicate reimbursement currency: Ensure all amounts below are entered in the requested reimbursement currency.</p> <input type="checkbox"/> CAD <input type="checkbox"/> USD <input type="checkbox"/> Other 10				<p>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.</p>		<input type="checkbox"/> 0 EMPLOYEE FIELD TRIP <input type="checkbox"/> 1 EMPLOYEE CONFERENCE <input type="checkbox"/> 2 STUDENT FIELD TRIP <input type="checkbox"/> 3 STUDENT CONFERENCE <input type="checkbox"/> 4 VISITOR	Business Area: 18 Company Code: 19 UofT Document Number: 20								
TO BE COMPLETED BY CLAIMANT				Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER											
Personnel Number 1	Period of Travel 2	11		13		22									
		EXPENSE CATEGORIES		# of KM (round trip)		AMOUNT		G/L ACCOUNT NUMBER		TAX CODE		COST CENTER OR INTERNAL ORDER			
Last Name 3 First Name		AIRFARE: Attach proof of payment & proof of air travel (*) <input type="checkbox"/> ECONOMY 12 <input type="checkbox"/> ABOVE-ECONOMY	Travel within Canada		8 4 0 1 0	ER	23				25 24 26 27				
Address 4			Travel to USA from Ontario		8 4 0 1 0	EE									
Purpose and Relevance to University Business 5		ACCOMMODATION: ON (13%HST) PEI, NF, NB (15%HST) NS (14%) All other provinces / territories USA / International	Travel within Canada		8 4 0 1 0	ER	23				25 24 26 27				
Department Contact 6			Travel to USA from Ontario		8 4 0 1 0	EE									
Department		ALLOWANCE: Per Diem: Canada Per Diem: USA / International KMS X 57 cents/km	Travel within Canada		8 4 0 1 0	E0	23				25 24 26 27				
Telephone Fax			Travel outside Canada		8 4 0 1 0	E0									
Date Prepared 7		PUBLIC TRANSIT: Travel within or outside Canada	Travel within Canada		8 4 0 5 0	ER	23				25 24 26 27				
Claimant Declaration: I certify that I have incurred the expenses claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable), & have not been claimed through other sources.			Travel outside Canada		8 4 0 5 0	E0									
Signature of Claimant 8		CAR RENTAL: Attach detailed receipt & contract (*) ON (13%HST) PEI, NF, NB (15%HST) NS (14%) All other provinces / territories USA / International	Travel within or outside Canada		8 4 0 6 0	ER	23				25 24 26 27				
Print Name Title			ON (13%HST)		8 4 0 6 0	EN									
Authorized Approver Declaration: I certify the expenses claimed were reasonable & required for University business & (if applicable) are relevant to the research being funded.		MEALS: Attach detailed itemized receipts (*) ON (13%HST) PEI, NF, NB (15%HST) NS (14%) All other provinces / territories USA / International	Travel within or outside Canada		8 4 0 6 0	EV	23				25 24 26 27				
Signature of Authorized Approver 9			ON (13%HST)		8 4 0 7 0	ER									
Print Name Title		TAXI: ON (13%HST) PEI, NF, NB (15%HST) NS (14%) All other provinces / territories USA / International	Travel within or outside Canada		8 4 0 7 0	EN	23				25 24 26 27				
OTHER: 14			ON (13%HST)		8 4 0 7 0	EV									
Print Name Title		OTHER: 14	Travel within or outside Canada		8 4 0 7 0	E0	23				25 24 26 27				
For AA Settlements: Financial Services (original copy) Originating department (photocopy)			ON (13%HST)		8 4 5 0 0 0	ER									
		TOTAL EXPENSES 15	Travel within or outside Canada		8 4 5 0 0 0	EN	23				25 24 26 27				
			ON (13%HST)		8 4 5 0 0 0	EV									
		LESS: ACCOUNTABLE ADVANCE REIMBURSEMENT REQUIRED OR REPAYMENT 16	Travel within or outside Canada		8 4 5 0 0 0	EE	23				25 24 26 27				
			ON (13%HST)		8 4 5 0 0 0	E0									
		TOTAL EXPENSES 15	Travel within or outside Canada		8 4 5 0 0 0	E0	23				25 24 26 27				
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		LESS: ACCOUNTABLE ADVANCE REIMBURSEMENT REQUIRED OR REPAYMENT 16	Travel within or outside Canada		8 4 5 0 0 0	E0	23				25 24				

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/>