



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised August 16, 2024)

TO BE COMPLETED BY CLAIMANT

Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER

Indicate reimbursement currency:
Ensure all amounts below are entered in the requested reimbursement currency.
NOTE: Original receipts are required.
[] CAD
[] USD
[] Other

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.

Table with 2 columns: Claim Code (0-4) and Claim Type (EMPLOYEE FIELD TRIP, EMPLOYEE CONFERENCE, STUDENT FIELD TRIP, STUDENT CONFERENCE, VISITOR)

Business Area:
Company Code: UofT
Document Number:

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Form fields for claimant: Personnel Number, Period of Travel, Expense Categories (Airfare, Accommodation, Allowance, Rail/Bus, Public Transit, Car Rental, Meals, Taxi, Other), # of KM (round trip), Date Prepared, Signature of Claimant, Print Name, Title, Signature of Authorized Approver, Print Name, Title.

Table with columns: AMOUNT, G/L ACCOUNT, TAX CODE, COST CENTER OR INTERNAL ORDER, FUNDS CENTER, FUND, COMMITMENT ITEM, ASSIGNMENT. Includes a list of tax codes (ER, EE, E0, EN, EA) and numerical G/L account entries.

Summary table: TOTAL EXPENSES, LESS: ACCOUNTABLE ADVANCE, REIMBURSEMENT REQUIRED, OR REPAYMENT

NOTES:

For AA Settlements: Financial Services (original copy)
Originating department (photocopy)

(*) Refer to expense reimbursement checklist @ Expense Reimbursement Checklist - Template - Financial Services and the Guide to Financial Management @ Travel and Other Reimbursable Expenses - Policies and Guidelines - Financial Services

Air Miles Calculator @ https://www.airmilescalculator.com/