UNIVERSITY OF TORONTO

EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT

Financial Services Dept. (revised April 1, 2019)

TO BE COMPLETED BY CLAIMANT

Indicate reimbursement currency:
For expense reimbursements in a currency other than CAD, **DO NOT** convert expenses to CAD value.
NOTE: Original receipts are required.

- [ ] CAD
- [ ] USD
- [ ] Other _____

Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER

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.

0		EMPLOYEE FIELD TRIP
1		EMPLOYEE CONFERENCE
2		STUDENT FIELD TRIP
3		STUDENT CONFERENCE
4		VISITOR

Business Area:
Company Code: **UofT**
Document Number:

TO BE COMPLETED BY CLAIMANT

Personnel Number | Period of Travel

Last Name | Initial

Address

Purpose and Relevance to University Business

Department Contact

Department

Telephone | Fax

Date Prepared

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.

Signature of Claimant

Print Name | Title

Authorized Approver Declaration: I certify the expenses claimed were reasonable & required for University business & (if applicable) are relevant to the research being funded.

Signature of Authorized Approver

Print Name | Title

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

EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	OR	INTERNAL ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM	ASSIGNMENT
AIRFARE: Attach proof of payment & proof of air travel (*)	Travel within Canada		8 4 0 1 0	ER							
	Travel to USA from Ontario		8 4 0 1 0	EE							
	All other Airfare		8 4 0 1 0	E0							
ACCOMMODATION:	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							
	USA / International		8 4 0 2 0	E0							
ALLOWANCE:	Per Diem: Canada		8 4 0 3 0	EA							
	Per Diem: USA / International		8 4 0 3 0	E0							
	KMS X 54 cents/km		8 4 0 4 0	EA							
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							
CAR RENTAL: Attach detailed receipt & contract (*)	ON (13%HST)		8 4 0 6 0	ER							
	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: Attach detailed itemized receipts (*)	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:											
	TOTAL EXPENSES										
	LESS: ACCOUNTABLE ADVANCE										
	REIMBURSEMENT REQUIRED										
	OR REPAYMENT										

NOTES:

(*) 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