## Expense Report / Accountable Advance Settlement

**TO BE COMPLETED BY CLAIMANT**

<table>
<thead>
<tr>
<th>EXPENSE CATEGORIES</th>
<th># of KM (round trip)</th>
<th>AMOUNT</th>
<th>G/L ACCOUNT NUMBER</th>
<th>TAX CODE</th>
<th>COST CENTER OR INTERNAL ORDER</th>
<th>FUNDS CENTER</th>
<th>FUND</th>
<th>COMMITMENT ITEM</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECONOMY</strong></td>
<td>Travel within Canada</td>
<td>$4 0 1 0</td>
<td>ER</td>
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<tr>
<td>Attach proof of payment &amp; proof of air travel (*)</td>
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<tr>
<td>All other Airline</td>
<td>$4 0 1 0</td>
<td>ED</td>
<td></td>
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<tr>
<td>Travel to USA from Ontario</td>
<td>$4 0 1 0</td>
<td>EE</td>
<td></td>
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<tr>
<td><strong>ABOVE-ECONOMY</strong></td>
<td>Travel within Canada</td>
<td>$4 0 1 0</td>
<td>ER</td>
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**Purpose and Relevance to University Business**

**Department Contact**

**ALLOWANCE:**

- Per Diem: Canada
- Per Diem: USA / International
- EMS $ 4.00
- KMS $ 5.50

**PUBLIC TRANSIT**

- Travel within Canada
- Travel outside Canada

**CAR RENTAL:**

- Attach detailed receipt & contract (*)

**MEALS:**

- Attach detailed itemized receipts (*)

**SIGNATURE OF CLAIMANT:**

- 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 AUTHORIZED APPROVER:**

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

**PRINT NAME:**

**FUNDING CENTERS**

- Financial Services
- Policy Reimbursements

**TOTAL EXPENSES**

**REIMBURSEMENT REQUIRED**

**NOTES:**

(*) Refer to expense reimbursement checklist @ and the Guide to Financial Management @

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**For AA Settlements: Financial Services (original copy) **

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**Expense Reimbursement Checklist - Template - Financial Services**

**Travel and Other Reimbursable Expenses - Policies and Guidelines - Financial Services**

https://www.universityoftoronto.ca/finance/