UNIVERSITY OF TORONTO

EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT

Financial Services Dept. (revised March 15, 2023)

TO BE COMPLETED BY CLAIMANT

Indicate reimbursement currency: Ensure all amounts below are entered in the requested reimbursement currency.

- [ ] CAD
- [ ] USD
- [ ] Other ____________

NOTE: Original receipts are required.

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.

Code		Claim Type
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			# of KM (round trip)	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 (*)	ECONOMY	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					
	ABOVE-ECONOMY	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 57 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		NOTES:
LESS: ACCOUNTABLE ADVANCE		
REIMBURSEMENT REQUIRED		
OR REPAYMENT		

(*) 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]
[https://www.airmilescalculator.com/]