EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT
Financial Services Dept. (revised October 1, 2016)

UNIVERSITY OF TORONTO

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

Purpose: Select purpose. 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

Location and Description

Department Contact

Department

Telephone | Fax

Date Prepared

I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance.

Signature of Claimant

Print Name | Title

Authorized Approval

Print Name | Title

EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	*OR* INTERNAL ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM
AIRFARE:	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:	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:	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		

For Accountable Advance Settlements:
Financial Services (Original copy)
Originating Department (Photocopy)