



EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised May-2013)

TO BE COMPLETED BY CLAIMANT

Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER

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

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	EXPENSE CATEGORIES		AMOUNT	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL ORDER	FUNDS CENTER	FUND	COMMITMENT ITEM	
Last Name	Initial	AIRFARE:	Travel within Canada		8 4 0 1 0	ER						
			Travel to USA from Ontario		8 4 0 1 0	EE						
Address		ACCOMMODATION:	All other Airfare		8 4 0 1 0	E0						
			ON, NF, NB (13%HST)		8 4 0 2 0	ER						
Location and Description			PEI (14%HST)		8 4 0 2 0	EP						
			NS (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						
Department Contact		RAIL/BUS:	Travel within Canada		8 4 0 5 0	ER						
			Travel outside Canada		8 4 0 5 0	E0						
Department		CAR RENTAL:	ON, NF, NB (13%HST)		8 4 0 6 0	ER						
			PEI (14%HST)		8 4 0 6 0	EP						
Telephone	Fax		NS (15%HST)		8 4 0 6 0	EN						
			All other provinces / territories		8 4 0 6 0	EE						
Date Prepared		MEALS:	USA / International		8 4 0 6 0	E0						
			ON, NF, NB (13%HST)		8 4 0 7 0	ER						
I have read the University's regulation on reimbursements of expenses and confirm that I am in compliance. Signature of Claimant			PEI (14%HST)		8 4 0 7 0	EP						
			NS (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						
Print Name	Title	TAXI:	ON, NF, NB (13%HST)		8 4 5 0 0 0	ER						
			PEI (14%HST)		8 4 5 0 0 0	EP						
			NS (15%HST)		8 4 5 0 0 0	EN						
			All other provinces / territories		8 4 5 0 0 0	EE						
Authorized Approval		OTHER:	USA / International		8 4 5 0 0 0	E0						
Print Name	Title											
TOTAL EXPENSES				\$0.00	NOTES:							
LESS: ACCOUNTABLE ADVANCE												
REIMBURSEMENT REQUIRED												
OR REPAYMENT												
For Accountable Advance Settlements: Financial Services (Original copy) Originating Department (Photocopy)												