809	UNIVERSITY OF
39	TORONTO
AND OF	

EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT Financial Services Dept. (revised April 1, 2016) TO BE COMPLETED BY CLAIMANT Accounting Information - TO BE COMPLETED BY BUSINESS OFFICER Indicate reimbursement currency: EMPLOYEE FIELD TRIP Business Area: Purpose: Select purpose. Enter For expense reimbursements in a CAD UofT code, below, to complete G/L EMPLOYEE CONFERENCE Company Code: currency other than CAD, **DO NOT** convert USD account. If G/L account is not STUDENT FIELD TRIP Document Number: expenses to CAD value. Other listed, enter appropriate G/L STUDENT CONFERENCE NOTE: Original receipts are required. account on "OTHER" line. 4 VISITOR

TO BE COMPLETED BY CLAIMANT

Personnel Number	Period of Travel				G/L ACCOUNT	TAX	COST	INTERNAL	FUNDS		COMMITMENT
			SE CATEGORIES	AMOUNT	NUMBER	CODE	CENTER	OR ORDER	CENTER	FUND	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			All other Airfare		8 4 0 1 0	E0					
		ACCOMMODATION:	ON, NF, NB (13%HST)		8 4 0 2 0	ER					
			PEI (14%HST)		8 4 0 2 0	EP					
Location and Description			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					
			KMS X 54 cents/km		8 4 0 4 0	EA					
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			USA / International		8 4 0 6 0	E0					
		MEALS:	ON, NF, NB (13%HST)		8 4 0 7 0	ER					
I have read the University's regulation on reimbursements			PEI (14%HST)		8 4 0 7 0	EP					
of expenses and confirm that I am in compliance.			NS (15%HST)		8 4 0 7 0	EN					
Signature of Claimant			All other provinces / territories		8 4 0 7 0	EE					
			USA / International		8 4 0 7 0	E0					
		TAXI:	ON, NF, NB (13%HST)		8 4 5 0 0 0	ER					
Print Name	Title		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			USA / International		8 4 5 0 0 0	E0					
		OTHER:									
Print Name	Title										
			TOTAL EXPENSES	\$0.00	NOTES:						
For Accountable Advance Settlements:			LESS: ACCOUNTABLE ADVANCE								
Financial Services (Original copy)			REIMBURSEMENT REQUIRED								
Originating Department (Photocopy)		1	OR REPAYMENT								