		EXPEN	SE RI	EPORT	11	ACCOUNTABLE A	DVANCE SE	TTLEMEN	Financial Services De	ept. (rev	vised October	1, 2016)		
UNIVERSITY OF TORONTO	TO BE COMPLETED BY CLAIMANT					Accounting Information - TO BE COMPLETED								
WIVERSITY OF	Indicate reimburs	ement currency:						0 EMPLC	YEE FIELD TRIP	Bus	iness Area:	16		
TORONTO		oursements in a currency	CAD			Purpose: Select purpo	se Enter code		YEE CONFERENCE		npany Code		17 _{)fT}	
IUKUNIU		O NOT convert expenses	USD	10		below, to complete G/L			NT FIELD TRIP		cument Num			
Dask	to CAD value.					account is not listed, enter appropriate 3 STUDENT CONFERENCE					18			
TO BE COMPLETED BY CLAIMANT					G/L account on "OTHER" line.									
Personnel Number Period of Travel					╈									
1 2		NSE CATEGORIES	АМС	DUNT	L	G/L ACCOUNT NUMBER	TAX CODE	COST CENTER	INTERNAL OR ORDER		FUNDS ENTER	FUND	COMMITMENT ITEM	
Last Name Initial	AIRFARE:	Travel within Canada				8 4 0 10	ER 20							
		Travel to USA from Ontario				8 4 19 1 0	EE 20		21		23	22	24	
Address		All other Airfare				84010	E0							
4	ACCOMMODATION:	ON (13%HST)				84 020	ER							
		PEI, NS, NF, NB (15%HST)				84 020	EN							
Location and Description 5		All other provinces / territories				84 020	EE			$ \vdash$				
		USA / International				84 020	E0			1				
	ALLOWANCE:	Per Diem: Canada				84 030	EA			1				
		Per Diem: USA / International				84 030	E0			1				
		KMS X 54 cents/km				8 4 0 4 0	EA			$ \vdash$				
Department Contact 6	RAIL/BUS:	Travel within Canada				8 4 0 5 0	ER			↓				
		Travel outside Canada				8 4 0 5 0	E0			↓ ┣━━				
Department	PUBLIC TRANSIT CAR RENTAL:	Travel within or outside Canada				8 4 0 5 5	E0			↓ ┣━━				
Talashana	CAR RENTAL:	ON (13%HST)				8 4 0 6 0	ER			↓ ┣━━				
Telephone Fax		PEI, NS, NF, NB (15%HST)				8 4 0 6 0	EN			↓ ┣━━				
Date Prepared	4	All other provinces / territories				8 4 0 6 0	EE			↓ ┣━━				
T T	MEALS:	USA / International				8 4 0 6 0	E0		_	↓ ┣━━				
		ON (13%HST)				8 4 0 7 0	ER			{ ├				
I have read the University's regulation on reimbursements		PEI, NS, NF, NB (15%HST)				8 4 0 7 0	EN			{				
of expenses and confirm that I am in compliance. Signature of Claimant	-	All other provinces / territories				8 4 0 7 0	EE			1 ┣──				
8	TAXI:	USA / International				8 4 0 7 0	E0 ER			┥┝──				
0		ON (13%HST)				8 4 5 0 0 0	ER			{ ├──				
Print Name Title	-	PEI, NS, NF, NB (15%HST)				8 4 5 0 0 0 8 4 5 0 0 0	EN			{ ├──				
Print Name Title		All other provinces / territories				8 4 5 0 00	ED ED			{ ├──				
	OTHER:	USA / International				845000	EU			1 ┣━				
Authorized Approval										├─-				
9	12						1							
Print Name Title	1													
		TOTAL EXPENSES	13		NO	TES:								
For Accountable Advance Settlements:			14											
Financial Services (Original copy)		REIMBURSEMENT REQUIRED												
Originating Department (Photocopy)		OR REPAYMENT	15											

Expense Report/Accountable Advance Settlement Form: Instructions for Completion

TO BE COMPLETED BY CLAIMANT

Field Number	Field Name	Step Description
1.	Personnel Number	Enter claimant's Personnel Number. Enter N/A if the claimant is not a member of
		the University faculty or staff.
2.	Period of Travel	Enter dates travel expenses started and finished (if applicable).
3.	Last Name /Initial	Enter the last name and initial of the claimant.
4.	Address	University faculty and staff: University address including room number, if available.
		Others: Full mailing address, including postal code.
5.	Location and Description of Travel	Indicate location of travel and provide description of purpose
6.	Department Contact	Enter the name, department and telephone number of the person who can provide
		clarification or additional information if required.
7.	Date prepared	Enter the date the form is completed
8.	Declaration by Claimant	The claimant must sign and print name and title.
9.	Authorized Approval	Print the name of the person and title authorized to approve the claim (delegated
		signing authority). Have the person authorized to approve the claim sign the form.
10.	Currency	Specify the currency in which the payment is to be made.
11.	Expense Categories	Enter the total amount (including taxes) for each type of expense. Most expense
		types are broken into four categories:
		1. Expenses incurred in Ontario. (HST rate 13%)
		2. Expenses incurred in Atlantic provinces. (HST rate 15%)
		3. Expenses incurred in all other provinces and territories. (GST rate 5%)
		4. Expenses incurred outside Canada.
		Please note that the airfare expense type has its own unique categories.
12.	Other Costs	For other expenses incurred (e.g. parking, supplies, conference fees, etc.) enter a
		brief description and the corresponding GL account for each type of expense.
13.	Total Expenses	Sum the amounts entered.
14.	Less Accountable Advance	Enter the amount provided as an accountable advance (if applicable).
15.	Reimbursement Required or	Total Expenses less the Accountable Advance to determine the amount of the
	Repayment	reimbursement requested or amount to be repaid by claimant.

Continued...

Expense Report/Accountable Advance Settlement Form: Instructions for Completion

Field Number Field Name		Step Description				
16.	Business Area	For UofT excluding Ancillaries, enter 1000.				
17.	Company Code	Enter the applicable Company Code.				
18.	Document No.	Enter the system generated document number upon posting to FIS.				
19.	GL Account No.	Enter the number of the purpose code in the blank space. If the expense category is 'Other' enter the applicable G/L Account.				
20.	Tax Code	The tax codes for the pre-defined expense categories should not be changed.				
21.	Cost Center/Internal Order	Enter either the applicable cost center or the applicable internal order number but not both .				
22.	Fund	If applicable enter the Fund number.				
23.	Funds Center	Enter the applicable Funds Center.				
24.	Commitment Item	Fill in only if you are changing the default commitment item, i.e. spending budget is loaded onto different commitment item i.e. EXP-UTFA, SPECIAL1, etc.				

Note: Original receipts are required to support all claims with the exception of kilometerage and per diem. Photocopies and facsimile receipts are <u>not</u> acceptable. Other original receipts may include ticket stubs (travel), statements of guest charges for accommodations, car rental agreement. Where the receipt does not clearly identify the item(s) or services(s) purchased, the claimant should do so. For more information, refer to the Guide to Financial Management - Travel and Other Reimbursable Expenses

http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/