UNIVERSITY OF TORONTO

EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT

Financial Services Dept. (revised Oct-2010)

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

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

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, NF, NB (13%HST)		8 4 0 2 0	ER						
	BC (12%HST)		8 4 0 2 0	EB						
	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 47 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						
CAR RENTAL:	ON, NF, NB (13%HST)		8 4 0 6 0	ER						
	BC (12%HST)		8 4 0 6 0	EB						
	NS (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, NF, NB (13%HST)		8 4 0 7 0	ER						
	BC (12%HST)		8 4 0 7 0	EB						
	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						
TAXI:	ON, NF, NB (13%HST)		8 4 5 0 0 0	ER						
	BC (12%HST)		8 4 5 0 0 0	EB						
	NS (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									
	LESS: ACCOUNTABLE ADVANCE									
	REIMBURSEMENT REQUIRED OR REPAYMENT									

NOTES: