



TO BE COMPLETED BY CLAIMANT	
Personnel Number	Period of Travel
Last Name	Initial
Address	
Purpose and Relevance to University Business	
Department Contact	
Department	
Telephone	Fax
Date Prepared	
Claimant Declaration: I certify that I have incurred the expenses claimed, they are in compliance with University policies & procedures, all sponsor terms and conditions (if applicable), & have not been claimed through other sources.	
Signature of Claimant	
Print Name	Title
Authorized Approver Declaration: I certify the expenses claimed were reasonable & required for University business & (if applicable) are relevant to the research being funded.	
Signature of Authorized Approver	
Print Name	Title
For AA Settlements: Financial Services (original copy) Originating department (photocopy)	

EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT										Financial Services Dept. (revised May 1, 2018)									
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, <u>DO NOT</u> convert expenses to CAD value. NOTE: Original receipts are required.				Claim Type: Select claim type. 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						Business Area:			
								1		EMPLOYEE CONFERENCE						Company Code: UofT			
								2		STUDENT FIELD TRIP						Document Number:			
								3		STUDENT CONFERENCE									
								4		VISITOR									
EXPENSE CATEGORIES		AMOUNT		G/L ACCOUNT NUMBER				TAX CODE		COST CENTER		INTERNAL ORDER		FUNDS CENTER		FUND		COMMITMENT ITEM	
AIRFARE: Attach proof of payment & proof of air travel (*)				8 4 0 1 0				ER											
Travel within Canada				8 4 0 1 0				EE											
Travel to USA from Ontario				8 4 0 1 0				E0											
All other Airfare				8 4 0 2 0				ER											
ACCOMMODATION:				8 4 0 2 0				EN											
ON (13%HST)				8 4 0 2 0				EE											
PEI, NS, NF, NB (15%HST)				8 4 0 2 0				E0											
All other provinces / territories				8 4 0 2 0				E0											
USA / International				8 4 0 3 0				EA											
ALLOWANCE:				8 4 0 3 0				E0											
Per Diem: Canada				8 4 0 3 0				E0											
Per Diem: USA / International				8 4 0 4 0				EA											
KMS X 54 cents/km				8 4 0 5 0				ER											
RAIL/BUS:				8 4 0 5 0				E0											
Travel within Canada				8 4 0 5 5				E0											
Travel outside Canada				8 4 0 6 0				ER											
PUBLIC TRANSIT				8 4 0 6 0				EN											
Travel within or outside Canada				8 4 0 6 0				EE											
CAR RENTAL: Attach detailed receipt & contract (*)				8 4 0 6 0				E0											
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											
MEALS: Attach detailed itemized receipts (*)				8 4 5 0 0 0				ER											
ON (13%HST)				8 4 5 0 0 0				EN											
PEI, NS, NF, NB (15%HST)				8 4 5 0 0 0				EE											
All other provinces / territories				8 4 5 0 0 0				E0											
USA / International																			
TAXI:																			
ON (13%HST)																			
PEI, NS, NF, NB (15%HST)																			
All other provinces / territories																			
USA / International																			
OTHER:																			

(*) Refer to expense reimbursement checklist @ [Expense Reimbursement Checklist - Template - Financial Services](#)
and the Guide to Financial Management @ [Travel and Other Reimbursable Expenses - Policies and Guidelines - Financial Services](#)