

# University of Toronto Expense Report/Accountable Advance Settlement

Period of Travel: From: \_\_\_\_\_ To: \_\_\_\_\_ Document Number: \_\_\_\_\_

Name: \_\_\_\_\_ Personal Number: \_\_\_\_\_

Address: \_\_\_\_\_

Location and Description of Travel: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Currency Details: CDN Funds \_\_\_\_\_ US Funds \_\_\_\_\_ Other \_\_\_\_\_ Conversion Rate: \_\_\_\_\_

To request reimbursement in other than Canadian funds, indicate currency and do not convert expenses to Canadian funds

**Original receipts are required except for Kilometrage and Per Diem claims**

Expense Categories	Amount	Ledger Account	Tax Code	Cost Center	Internal Order	CF Center	Fund	Commitment Item
Airfare/Travel within Canada		84_010	ER					
Airfare/Travel to USA from Ontario		84_010	EE					
All other Airfare		84_010	E0					
Rail-Bus/within Canada		84_050	ER					
Rail-Bus/outside Canada		84_050	E0					
Car Rental in Ontario		84_060	ER					
Car Rental in other provinces		84_060	EE					
Car Rental/outside Canada		84_060	E0					
Allowance/Per Diem: in Canada		84_030	EA					
Allowance/Per Diem: Int'l.		84_030	E0					
Allowance/KMS x 47 cents/km		84_040	EA					
Accommodation in Ontario		84_020	ER					
Accom. in other provinces		84_020	EE					
Accom. outside Canada		84_020	E0					
Meals in Ontario		84_070	ER					
Meals in other provinces		84_070	EE					
Meals/outside Canada		84_070	E0					
Taxi in Ontario		8 4 5 0 0 0	ER					
Taxi in other provinces		8 4 5 0 0 0	EE					
Taxi/outside Canada		8 4 5 0 0 0	E0					

Total Expenses		Name of Fund/Grant: _____
Less Accountable Advance	( )	Remarks: _____
Reimbursement Requested/(Repayment)		Date: _____

**DECLARATION BY CLAIMANT: I HAVE READ THE UNIVERSITY'S REGULATION ON REIMBURSEMENT OF EXPENSES AND CONFIRM THAT I AM IN COMPLIANCE.** (<http://www.finance.utoronto.ca/gtfm/travel/policy.htm#TravelPolicy>)

Signature of Claimant:	Print Name:	Title:
Authorized Approval:	Print Name:	Title:

**Notes:** Please provide ORIGINAL RECEIPTS, including airline tickets and boarding passes. Be sure to complete the "Location and Description of Travel" section. Convert the currency into the one in which you wish to be paid and state which conversion rate was used. For any question please contact Gautam Patel, Financial Officer at (416) 946-7119 or patel@astro.utoronto.ca