

Name _____ Employee ID _____

Business Purpose _____

Destination _____

 Date Departed Date Returned

Apply Travel Advance (Amount): _____

Is your travel research related? YES NO

If "Yes" fill out the following fields:

Supporting Details

Project ID _____

Claimants affiliation _____

DETAILS

SpeedCode	Expense Date	Expense Type	Receipt Amount	Currency	No GST	GST Amount	Non-Reimb	Description	No Rcpt
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

CHECKLIST

- Personal address and banking information current in Bear Tracks
- Relevant detailed information is provided in the description field
- Research supporting details provided, above
- Travel advance has been applied to the claim (if applicable)
- Verify Speedcode(s) are correct
- Attach all original receipts and other required supporting documents to the worksheet
- Check non-reimbursable box for any prepaid expenses
- Currency is identified

Note: This is a summary of expenses. Actual Reimbursement total will appear on the PeopleSoft claim