University
UNIVERSITY OF WINDSOR
TRAVEL EXPENSE CLAIM FORM
of Windsor
thinking forward

| Name: | John | Doe | Department: |  | Finance |
| :--- | :---: | :---: | :---: | :---: | :---: |
|  | First Name |  | Last Name |  |  |
| Destination: |  | New York, NY |  | Departure Date: | November 22, 2011 |
| Purpose of Trip: | Finance Conference |  |  | Time: |  |
| If Claim is research related, select affiliation with Grantee: |  | Return Date: | November 25, 2011 | Time: |  |


|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Expense Date: |  |  | 11/22/11 | 11/23/11 | 11/24/11 | 11/25/11 |  | TAL |
| Mileage (km) |  |  |  |  |  |  |  | 177171 |
| Mileage Claim ( $\$ 0.50 / \mathrm{km)}$ |  |  |  |  |  |  |  |  |
| Incidentals (\$17/day) |  |  |  |  |  |  |  |  |
| Auto/Air/Rail |  |  | \$400.00 |  |  |  |  | \$400.00 |
| Taxis/Bus |  |  |  |  |  |  |  |  |
| Parking |  |  | \$10.00 | \$10.00 | \$10.00 |  |  | \$30.00 |
| Hotel |  |  |  |  | \$600.00 |  |  | \$600.00 |
| Breakfast (\$13/day) |  |  | \$5.00 |  |  |  |  | \$5.00 |
| Lunch (\$22/day) |  |  | \$10.00 |  |  | \$10.00 |  | \$20.00 |
| Dinner (\$35/day) |  |  | \$25.00 | \$25.00 | \$25.00 |  |  | \$75.00 |
| Registration |  |  |  |  |  |  |  |  |
| Entertainment |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | $\bigcirc \mathrm{CDNS}$ | - US\$ | LESS: Advance from Cheque Requisition \# |  |  | TOTAL | \$1,130.00 |
| Indicate currency of Claim: |  |  |  |  |  |  |  |  |
|  |  | CLAIM |  |  |  |  | \$1,130.00 |

Indicate whether travel was in Canada requiring HST refund:

| TOTAL EXPENSES BEING CLAIMED | (A) | $\$ 1,130.00$ |
| :--- | ---: | ---: |
| TOTAL HST REFUNDABLE | (B) | $\$ 0.00$ |
| TOTAL CHARGES TO DISTRIBUTE | (C) | $\$ 1,130.00$ |

GROUP TRAVEL, ENTERTAINMENT AND OTHER EXPENSES (EXPLAIN)

| Date | Name | Title | Company |  |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

PRE-TRAVEL RELATED EXPENSES REIMBURSED PRIOR TO THIS CLAIM

| Date | Nature of Expense | Source of Funding |  |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## GENERAL COMPLETION INSTRUCTIONS

1) All applicable areas of the form must be completed
2) All original receipts must be attached
3) Completed cheque requisition or refund request must accompany this form
4) A full accountability of the entire trip must be reported on this form
5) Completed expense forms must be submitted no later than 15 days after end of the trip

## DECLARATION AND AUTHORIZATION

I CERTIFY ALL ENTRIES REPRESENT EXPENSES FOR LEGITIMATE BUSINESS AND/OR GRANTING AGENCY TRAVEL AND DO NOT INCLUDE ITEMS FOR PERSONAL USE OR WHICH ARE ELIGIBLE FOR REIMBURSEMENT FROM ANOTHER ORGANIZATION.


