EXPENSE REPORT / ACCOUNTABLE ADVANCE SETTLEMENT

		For Office Use Only								
	Date:		Doo	c. #						
Last Name				First Name	•		Initial			
Claimant's Address							Telephone Nu	imber:		
								<u> </u>		
I have rea Signature of Claim	id the University's regulation ant:	n on reimburse	ements	of expense	and confirm	that I am in compliant	ce (<u>Policies and</u>	<u>Guidelines</u>).		
Travel Location and Description:			Print Name Print Name Print Name			Title				
Conies for Accounts	able Advance Settlements:				U of T A	dd / mm / yy ccount to be charged:		dd / mm / yy		
Copies for Accountable Advance Settlements:						-	FUND			
Driginating Departme	nt (1)									
			Cu			าсง				
			Canadian				ORIGINAL document Requ			
	Expense Categories		Car	hadlan	US	Others	for verification & p		ment	
AIRFARE:	<u>Travel within Canada</u> Travel to USA from O	ntorio								
	All other Airfare									
ACCOM.:	In Ontario						l latal aa	e e ind with Dee	- 6 - 6	
	In other Provinces						Hotel re	Hotel receipt with Property Payment		
	OUTSIDE CANADA					(e.g. Cre	(e.g. Credit Card Statem			
ALLOWANCE:	Per Diem: \$55 in Can					per diem a	per diem applies when no			
	Per Diem: \$75 Interna						receipts are available		ole	
	# KMS x 47 c						Not allowed on operating fur and OMOHLTC awards			
RAIL/ BUS:	Travel within Canada							irus		
	Travel outside Canada	2								
CAR RENTAL:	In Ontario									
	In other Provinces						Ori	Original receipts		
	OUTSIDE CANADA									
MEALS:	In Ontario									
	In other Provinces									
	OUTSIDE CANADA				Itemized Original receipts from					
TAXI:	In Ontario					Vendor Not credit card receipt				
	In other Provinces						euit caru rece	εipι		
	OUTSIDE CANADA									
Registration						Proof of payment with confer registration, copy of confere		ference		
							flyer & conference bac		ldge	
OTHER:										
							Original receipts			
	LESS: ACCOUNTABLE									
KEIMBURSEI	MENT REQUIRED OR RE	PAIMENI								