

NAME: _____	ID NUMBER: _____	DESTINATION AND DETAILED PURPOSE OF TRIP: _____ _____ _____ _____
DEPARTMENT: _____	PHONE EXTENSION: _____	
START AND END DATE OF TRAVEL: _____		
TYPE OF PAYMENT: _____	ADDRESS TO MAIL CHEQUE (if applicable) _____	
		CURRENCY & EXCHANGE RATE: _____

DATE <small>(yyyy-mm-dd)</small>	OUT OF TOWN MILEAGE <small>Enter number of km travelled</small>	AIRFARE <small>Attach Receipts</small>	GROUND TRANSPORTATION <small>Attach Receipts</small>	ACCOMMODATION <small>Attach Receipts or with friends/relatives \$50/day</small>	REGISTRATION FEE <small>Attach Receipts</small>	MEALS <small>Maximum \$90 per day . Breakfast: \$20; Lunch: \$20; Dinner: \$50.</small>	INCIDENTALS <small>Maximum \$17 per day.)</small>	FOREIGN CURRENCY TOTAL	CANADIAN EQUIVALENT TOTAL
SUBTOTAL RATE									
TOTAL EXPENSES									

REPORT TOTAL _____ TOTAL EXPENSES TO BUDGET CODE _____

GST REBATE	11-10-0000000-22411	-	
OHST REBATE	11-10-0000000-22421	-	
LESS ADVANCE			
TOTAL REIMBURSED TO TRAVELLER		\$ -	

I hereby certify that the above is a correct statement of expenses that were incurred on University business.

Submitted by: _____ Print Name: _____ Approved By: _____ Print Name: _____