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| NAME: _____ ID No. _____ | DESTINATION AND DETAILED PURPOSE OF TRIP: _____ _____ _____ _____ _____ |
| DEPARTMENT: _____ EXT # _____ | |
| PERIOD: _____ | |
| ELECTRONIC PAYMENT _____ Mail Direct CHEQUE to be Picked up in Accounts Mailed to Department | |
| CURRENCY & EXCHANGE RATE: _____ | |

| DATE | OUT OF TOWN MILEAGE \$0.55/km | AIRFARE Attach Receipts & Boarding Pass(es) | GROUND TRANSPORTATION | | ACCOMMODATION Attach Receipts or with friends/relatives \$50/day | REGISTRATION FEE Attach Receipts | MEALS \$75 Max per Day B=16, L=16, D=43 | INCIDENTALS | | TOTAL | TOTAL |
|----------------|----------------------------------|--|-----------------------|------|---|-------------------------------------|---|---------------------------|------------------|---------------------|-------|
| | | | Attach Receipts | | | | | AMOUNT (Max \$17 per DAY) | FOREIGN CURRENCY | CANADIAN EQUIVALENT | |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| SUBTOTAL | 0 | | | | | | | | | | - |
| Rate | 0.55 | | | | | | | | | | - |
| TOTAL EXPENSES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

TOTAL EXPENSES TO BUDGET CODE _____ \$ -

| | | |
|------------------------------|----------------------|------|
| GST REBATE | 11-10-00000000-22411 | - |
| OHST REBATE | 11-10-00000000-22421 | - |
| LESS ADVANCE | | - |
| TOTAL REIMBURSED TO EMPLOYEE | | \$ - |

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

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