



**Travel Allowance Claim Form**

Please refer to the policy on Moving/Travel Allowances.

[Please click here to access the Moving and Travel Policy](#)

The University shall contribute toward the transportation expenses incurred by a new faculty/staff member, their spouse and dependent children in their relocation from their place of residence to the campus they will be working at. (Thunder Bay or Orillia)

**Please complete the expense report below.**

Appointee Name		
Spouse Name, if applicable		
Number of dependents		
Moving Travel Start and End Dates		
<b>Item</b>	<b>Amount Claimed</b>	
Travel start location (Must be the same location as where the offer letter went to.)		
Distance to Campus (In kilometres from start location)		
Mode of transportation (Please choose one mode of transportation)		
Total Transportation Cost (Total cost for all who traveled)		
Accommodation amount (Total amount including taxes)		
Meals request total (\$50.00 per diem per person)		
Total Amount Claimed		
<b>Notes – Please provide any relevant notes regarding your travel</b>		

HUMAN RESOURCES USE ONLY	
<b>Total Approved</b>	
<b>Notes:</b>	

Once completed please send by email to Human Resources with scanned original receipts.  
**All expenses are subject to approval.**