

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	AIRFARE	GROUND TRANSPORTATION	ACCOMMODATION	REGISTRATION FEE	MEALS	INCIDENTALS	TOTAL	TOTAL	
	\$0.55/km	Attach Receipts & Boarding Pass(es)	Attach Receipts	Attach Receipts or with friends/relatives \$50/day	Attach Receipts	\$90 Max per Day B=20, L=20, D=50	AMOUNT (Max \$17 per DAY)	FOREIGN CURRENCY	CANADIAN EQUIVALENT	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
									-	
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: _____