



TRAVEL CLAIM A

PLEASE PRINT (PREFERABLY TYPE) PLEASE READ INFORMATION ON REVERSE BEFORE PROCEEDING THE INFORMATION REQUIRED IN BLOCKS MUST BE COMPLETED

CLAIMANT \_\_\_\_\_ DEPT. \_\_\_\_\_ FACULTY \_\_\_\_\_ POSITION TITLE \_\_\_\_\_ NAPE  MUNFA  CUPE  NON-BARGAINING  OTHER

HOME ADDRESS \_\_\_\_\_ SEND CHEQUE TO: HOME ADDRESS  DEPT. ADDRESS  SIN IF APPLICABLE \_\_\_\_\_

DETAILS OF TRAVEL (SEE REVERSE 1C)

TIME DEPARTED \_\_\_\_\_ TIME RETURNED \_\_\_\_\_

Table with 10 columns: DATE mm/dd/yy, PARTICULARS, DOCUMENT NUMBER, MEALS, HOTEL OR LODGING, TRAVEL, PRIVATE VEHICLE, OTHER EXPENSES, FIN-SERVICES USE ONLY. Includes 'Column Totals \$ \_\_\_\_\_' at the bottom.

I hereby certify that the whole of the expenditure stated in the foregoing account was actually and necessarily incurred on University business and that these expenses comply with the University Travel Guidelines published as policy T-1 and that none of these expenses have been or will be reimbursed from any other source of funds.

\_\_\_\_\_  
Claimant

Total advance held before above expenses incurred \$ \_\_\_\_\_  
Advance since received \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Total of above expenses \$ \_\_\_\_\_  
Balance due University \$ \_\_\_\_\_  
Balance due Claimant \$ \_\_\_\_\_

REQUIRED ADMINISTRATIVE APPROVALS

I acknowledge responsibility that all expenditures are valid, in compliance with the policies of the University and that sufficient funds are available to cover the expenditures

\_\_\_\_\_  
Administrative Signature Date mm/dd/yy  
\_\_\_\_\_  
Vice-President Date mm/dd/yy  
\_\_\_\_\_  
Financial Services-Audit Date mm/dd/yy

JV# \_\_\_\_\_

Table with columns: INV DOC #, VENDOR #/STUDENT ID, ENCUMBRANCE #, DUE DATE (M M D D Y Y), BANK #. Includes 'I' and 'E T' markers.

Table with columns: VENDOR INV #, DESCRIPTION, 1099, DEL, POINT (ENC)

Table with columns: FUND, ORGANIZATION, ACCOUNT, PROGRAM, ACTIVITY, LOCATION, AMOUNT

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## **GENERAL INSTRUCTIONS FOR COMPLETION OF TRAVEL CLAIMS**

### **1. Who can claim expenses**

A claimant can only request reimbursement for their own eligible expenses. Claimants will not be reimbursed for other people expenses.

### **2. When and How to Submit**

- a) To be submitted within 10 working days of trip's completion to Financial Services.
- b) Claimants home address, department, faculty, position title, and bargaining unit must be completed.
- c) The "details of travel" section, noting the time of departure, time of return, conference name, purpose of research etc., must be completed.
- d) Actual expenditures are to be accounted for on a daily basis. Original receipts with descriptive details must be attached as required by the Guidelines for Travel and Hosting.
- e) Vouchers should be numbered consecutively in the order charged on the claim. Enter this number in the column titled "Document Number".
- f) Submit only original claim with original vouchers. No copies are accepted.
- g) All charges must be reflected in the appropriate columns of this claim, even if they are all grouped on one invoice. eg. The hotel bill may contain room charges, meals, phone calls, etc.
- h) Do not complete the HST column. This is for Financial Services use only.
- i) If travelling by air, you must include your airline ticket.
- j) All incomplete or incorrect travel claims will be returned to the originating department for completion or correction.
- k) All claims for travel for individuals reporting to a Dean/Director/Principal or Executive Director must have a completed travel authorization/notification attached.

### **3. What is a Voucher?**

- a) Vouchers are proof of disbursement of cash and must be submitted to verify cash expenses.
- b) Vouchers must be current and pertain to the claim.
- c) Vouchers must be originals. No copies are accepted.
- d) Vouchers must be on bill-head or receipt form of payee, prepared by payee, showing payee's address, date of receipt, and purpose of charge.
- e) All vouchers must contain the payee's HST Registration Number.
- f) Credit card receipts are not accepted as vouchers except in the case of gasoline and meals.
- g) A voucher must be submitted for all expenses claimed except per diems.
- h) Mileage must be recorded on a summary log.
- i) Should a claimant lose any original voucher - an affidavit witnessed by a commissioner of oaths will be accepted. Please contact Financial Services for further information.
- j) Please contact extension 7959 to obtain the current foreign exchange rate should you require it.

### **4. Approvals**

A claimant cannot approve his/her own travel claim. The claim should have a travel authorization/notification signed by the appropriate Dean, Department Head, etc. attached.

### **5. Important!!!**

- a) These are only general instructions, and therefore must be read in conjunction with the official **University Guidelines for Travel and Hosting**.
- b) Non-compliance with the Guidelines for Travel is reason to reject or adjust the travel claim as submitted.