



Department of Statistics
 University of Toronto
 100 St. George Street, 6th Floor
 Toronto, ON M5S 3G3

**EXPENSE REIMBURSEMENT FORM /
 ACCOUNTABLE ADVANCE SETTLEMENT FORM**

Document Number: _____

Title & First Name

Last Name

 UofT Personnel Number

Address:

Location & Description Of Travel:

(original receipts are required except for per kilometer and per diem,** If original receipts are not available please include a letter of declaration.)

Period of Travel is From: _____ to _____

Employee Field Trip [] 0 Employee Conf/Meeting [] 1 Student Field Trip [] 2 Student Conference [] 3 Visitor [] 4

EXPENSES CATEGORIES	AMOUNT	Acct No. & Tax	CC#	I/O#	Fund#	CF Centre	Commitment Centre
Airfare: Travel within Canada:		84 [] 010-er					
Travel to USA form Ontario/BC:		84 [] 010-ee					
if only paid in foreign currency --> Outside Canada:		84 [] 010-e0					
Accommodations: In Ontario/BC:		84 [] 020-er					
In Other Provinces in Canada:		84 [] 020-ee					
Outside Canada:		84 [] 020-e0					
Allowances: Per Diem In Canada:		84 [] 030-ea					
Per Diem Outside Canada:		84 [] 030-e0					
# of KM _____ x 47 cents/km		84 [] 040-ea					
Railway: In Canada:		84 [] 050-er					
Outside Canada:		84 [] 050-e0					
Car Rental: In Ontario/BC:		84 [] 060-er					
In Other Provinces in Canada:		84 [] 060-ee					
Outside Canada:		84 [] 060-e0					
Meals: In Ontario/BC:		84 [] 070-er					
In Other Provinces in Canada:		84 [] 070-ee					
Outside Canada:		84 [] 070-e0					
Taxi/Bus/TTC: In Ontario/BC:		845000-er					
In Other Provinces in Canada:		845000-ee					
Outside Canada:		845000-e0					
Conference Fees:		837800					
Entertainment/Meetings:		836400					
Other Costs:							
Other Costs:							
TOTAL EXPENSES							
LESS ACCOUNTABLE ADVANCE							
REIMBURSEMENT [] or REPAYMENT []							

↑ _____ For Department Use Only _____ ↑
 To request Reimbursement in Other than Canadian Funds, Indicate Currency
 Currency: _____ Exchange Rate: _____

↑ _____ To be completed by claimant _____ ↑

Department Contact: Ram Mohabir
 Telephone Number: (416) 978-4449

Department: Department of Statistics
 Date Prepared: _____

Declaration by Claimant: (I have read the University's regulations on reimbursement of expenses and confirm that I am in compliance)

x _____
 Signature of Claimant

 Signature of Approver

 Name of Fund

 Print Name & Title

 Print Name & Title

 Fund Numbers

Instructions for Completing Expense Reimbursement/ Accountable Advance Claims

TO BE COMPLETED BY CLAIMANT																
Title & First Name/Last Name	Enter title, first and last name of claimant															
UofT Personnel Number	Enter your UofT Personnel Number if Known															
Address	Enter your address to where reimbursement cheques are to be mailed															
Location & Description	Indicate location of travel and provide description of purpose of travel															
Period of Travel if From	Enter dates travel expenses started and finished.															
Categories - Employee Field Trip/Conf, Student Field Trip/Conference, Visitor	Check One															
Expense Categories - Amount	Enter the total amount for each category of expense (e.g. Accommodation in Canada; Car Rental outside Canada), segregated by those incurred inside and outside Canada. If Canadian & U.S destinations were purchased in Canada, enter on the first line; if purchased elsewhere, enter on the second line.															
Less Accountable Advance	Enter the amount provided as an accountable advance.															
Reimbursement or Repayment	Subtract the accountable advance for the expenses incurred to determined the amount of the reimbursement requested or to be repaid.															
Currency	Enter Currency to be Reimbursed in funds															
Exchange Rate	Enter Exchange Rate used to convert currency to be reimbursed															
Date Prepared	Enter the date the form is completed.															
Declaration by Claimant	The claimant (payee) must sign and print name and title.															
Note:	Original receipts are required to support all claims with the exception of kilometrage and per diem. Photocopies and facsimile receipts are NOT acceptable. It should be noted also that credit card slips for meals are acceptable. Other original receipts may include ticket stubs (travel), statements of guest charges for accommodations, car rental agreement. Where the receipt does not clearly identify the time's) or service's) purchased, the claimant should do so.															
Per Kilometer Rate	The Reimbursement rate for the use of a personally owned vehicle used while on approved university business is \$0.47 per kilometer															
Per Diem Rate	<p>The Reimbursement rate for per diem allowances for meals while traveling on university business where a traveler is unable to obtain a receipt for actual expenditure is \$55.00 Canadian per day for three meals while traveling in Canada and \$75.00 Canadian for traveling in the United States (USA) or International. The Break down is as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">In Canada</th> <th style="text-align: center;">USA or</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">\$11.00</td> <td style="text-align: center;">\$15.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$17.00</td> <td style="text-align: center;">\$22.50</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;"><u>\$27.00</u></td> <td style="text-align: center;"><u>\$37.50</u></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">\$55.00 CDN</td> <td style="text-align: center;">\$75.00 CDN</td> </tr> </tbody> </table>		In Canada	USA or	Breakfast	\$11.00	\$15.00	Lunch	\$17.00	\$22.50	Dinner	<u>\$27.00</u>	<u>\$37.50</u>	Total	\$55.00 CDN	\$75.00 CDN
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Submit Completed Forms to:	The Department of Statistics University of Toronto 100 St. George Street, 6th Floor Toronto, Ontario M5S 3G3															
Questions / Queries	Contact: Ram Mohabir Phone: 416-978-4449 FAX: 416-978-5133 e-mail: mohabir@utstat.utoronto.ca															
Note about HST / GST	HST is applicable only in the Province of Ontario and British Columbia															