

Departmental Travel and Expense Report form –

Name _____

Employee ID# _____

If you are a grad student, who is your supervisor? _____

Do you want a cheque or direct deposit

Did you receive an advance for this or was travel booked through BCD travel? Circle Y or N

Dates this claim covers _____ to _____

(departure and arrival dates or first and last purchase date)

Location for travel claims (city, province, country) _____

Purpose (name of conference, companies/individuals attending meetings, or use of research supplies)

Account numbers and distribution of charges if more than one account is being used

Any additional details (km's to be claimed {\$0.47/km}, personal amounts to deduct, travel scholarships, meal per diems on eligible accounts {\$17/meal}, etc.)

Please paperclip all original receipts and boarding passes or missing receipt forms.

Please note that credit card slips are not acceptable receipts.

Supervisor/Professor Signature _____

Traveler/Claimants signature _____

I have read the University's published regulations on the reimbursement of expenses and confirm that I am in compliance.

Please print name and title _____