

# Travel Expense Claim for an American Visitor

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Select the "Visitor Reimbursement" box, this will remove the Employee/Student ID box. Eliminating the risk of SIN numbers being provided.

## Expense Reimbursement Form

Reset Form

Print Form

### Payee Information

#### Use of Form

Employee Expense  Student Expense  Visitor Reimbursement

First Name

John

Last Name

Smith

Street Address:

1223 Main Street

City:

Chicago

Province / State:

IL

Country:

U.S.A

Postal / Zip Code:

111222

### Travel Location (if travel costs are being claimed)

Destination:

Kingston Chemistry Symposium

Travel Start Date:  
(YYYY/MM/DD)

2020/05/15

Travel End Date:  
(YYYY/MM/DD)

2020/05/30

### Nature and Purpose of Expense

*If your claim includes hospitality expenses, include information on the business purpose of the meeting/event, the date and the place of entertainment, the names of the attendees and the business relationship of the persons entertained.*

Chemistry 2020 Conference

# Travel Expense Claim for an American Visitor

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### Expense Information

ADD Row +

If you make an error, please remove the row by selecting the "-" button at the end of that row. If you need to remove Row 1, you must first add a second row.

Date YYYY/MM/DD	Description	Prov. (Where expense was incurred)	Expense Type	km (Mileage only)	Mileage Calc	Amount (including tax)	Currency	Rate CAD/ Foreign	USD Total Including Tax	HST/GST	Total (Excluding Tax)
2020/05/15	Flight Chicago - Toronto Return	N/A	Airfare		\$0.00	\$580.00	USD	1.00	\$580.00		\$580.00
2020/05/15	Train - Toronto to Kingston Return	ON	Rail		\$0.00	\$190.00	CAD	0.76	\$144.40	\$21.80	\$122.60
2020/05/17	Hotel	N/A	Accommodations		\$0.00	\$356.28	CAD	0.76	\$270.77	\$40.99	\$229.78
Total Expenses:									\$995.17	\$62.79	\$932.38

Date of Travel  
YYYY/MM/DD

Start date as entered on Travel Advance

I received a Travel Advance

Requires Payment in currency other than CAD or USD. Please specify and attach [Wire Transfer Info Form](#)

I am an American Visitor. Please reimburse in USD.

**Total Expenses for Reimbursement:**

**\$995.17**

### Account Information

ADD Row +

REMOVE Row -

Fund	Department	Account	Program	Class	Project	Amount (Excluding Taxes)
1 0 0 0 0	1 2 1 2 1	6 4 0 0 0 1				\$932.38
Total: Excluding Taxes						\$932.38
HST/GST:						\$62.79
Total Expenses for Reimbursement: (Including Taxes)						\$995.17

Account Amounts in lines above MUST equal this Total

Enter an exchange rate for the expenses in Canada ( <https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates/> )

Check the "I am an American Visitor, Please reimburse in USD" box if the reimbursement is going to an address in the USA (this will ensure that the claimant is paid in US Dollars)

The "Total Expense for Reimbursement" boxes should match