

Travel Expense Claim for an International Visitor

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Expense Reimbursement Form

Reset Form

Print Form



Form Purpose & Instructions

To be used in the same manner as the Expense Reimbursement System ('ERS').

This form is to be used to reimburse those who do not have access to ERS, including Visitors and Students.

This form replaces both forms that were previously used for expense reimbursements - the Travel Expense/Advance Form and Cheque Requisition Form. This new form now covers all expense reimbursements, including but not limited to: travel, supplies, books, equipment etc. Honorariums and Furniture purchases should be entered using the acQuire system. Paper claims for Honorariums will no longer be accepted.

Travel Advance requests should now be made through the ERS or using the Travel Advance Form (if ERS is not possible).

Claims should be submitted within **30 days** of either the end date of travel, or of the receipted date (for non-travel expenses).

Claims accounting for Travel Advances should be submitted within **15 days**.

All claims with correct information, receipts and approval will be reviewed and processed within **15 Business Days** of receipt in Financial Services. Incomplete claims will not be processed and will be returned to the claimant for completion.

If payment is to be made using a wire payment please complete the [Wire Transfer Form](#) and attach that to the claim.

Filling out the Form

It is not advisable to fill in the form by hand, as there are auto-filled and auto-calculated fields. Please print in **landscape** mode.

The currency field is used to indicate the currency in which the expense was incurred.

Claims will be paid in Canadian Funds unless otherwise noted on the claim.

Taxes - The HST/GST for Canadian per diems, mileage and parking will be auto-calculated and auto-filled.

Taxes - **For all other expenses incurred in Canada**, the HST/GST needs to be entered manually. Please note that a warning indicating this is a calculated field will appear. **Users must click the Ignore button to enter the tax amount.**

For more information, please refer to the [Queen's Travel and Expense Reimbursement Policy](#) and the related [Procedures](#) and [Guidance materials](#).

Submission Methods

Before submitting your claim please ensure that you have completed the entire form. This includes the completion of the Prepared By and Approval signature fields, the chart-field information, and attaching all receipts as required. If these are not completed the claim will be returned to you. If you are sending from off-campus please send to the department first to ensure completion.

Campus Mail - Financial Services, Rideau Building, 3rd Floor

Off Campus Mail - Queen's University Financial Services, Rideau Building, 3rd Floor, 207 Stuart Street, Kingston, On, K7L 3N6

If the claimant is an international visitor and would like to be paid by wire transfer please ensure that the **"Wire Transfer Form"** is completed and attached to the claim.

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Payee Information

Use of Form

☐ Employee Expense ☐ Student Expense ☒ Visitor Reimbursement

Selecting the "Visitor Reimbursement" box will remove the Employee/Student ID box to ensure that SIN Number are not submitted.

First Name	John	Last Name	Smith
Street Address:	1223 Main Street		
City:	London		
Province / State:		Country:	United Kingdom
		Postal / Zip Code:	SE12PR

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)	2020/05/20
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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

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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	CDN Total Including Tax	HST/GST	Total (Excluding Tax)	
2020/05/15	Flight Chicago - Toronto Return	N/A	Airfare		\$0.00	\$580.00	GBP	1.00	\$580.00		\$580.00	-
2020/05/15	Train - Toronto to Kingston Return	ON	Rail		\$0.00	\$190.00	CAD	0.58	\$110.20	\$21.80	\$88.40	-
2020/05/17	Hotel	N/A	Accommodations		\$0.00	\$356.28	CAD	0.58	\$206.64	\$40.99	\$165.65	-
Total Expenses:									\$896.84	\$62.79	\$834.05	

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](#)

GBP

☐ I am an American Visitor. Please reimburse in USD.

Total Expenses for Reimbursement:

\$896.84

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				\$834.05
Total: Excluding Taxes						\$834.05
HST/GST:						\$62.79
Total Expenses for Reimbursement: (Including Taxes)						\$896.84

Select the "Requires Payment in Currency other than CAD or USD. Please specify and attach Wire Transfer Info Form" box and enter the currency that the claim is to be paid in.

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/>)

The "Total Expense for Reimbursement" boxes should match