Travel Expense Claim for an International Visitor

Expense Reimbursement 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 receipt 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.
Expense Reimbursement Form

Payee Information

Use of Form
- Employee Expense  - Student Expense  - Visitor Reimbursement

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

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

Travel Location (if travel costs are being claimed)

Destination: Kingston Chemistry Symposium
Travel Start Date: 2020/05/15
Travel End Date: 2020/05/20

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
## Expense Reimbursement Form

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

### Expense Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Prov. Expense not Reimbursable</th>
<th>Expense Type</th>
<th>Km (average)</th>
<th>Mileage Claim</th>
<th>Amount (including tax)</th>
<th>Currency</th>
<th>Rate CAD Foreign</th>
<th>CDN Total Including Tax</th>
<th>HST/GST</th>
<th>Total Including Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/05/15</td>
<td>Flight Chicago - Toronto Return</td>
<td>N/A</td>
<td>Airfare</td>
<td></td>
<td>$0.09</td>
<td>$380.00</td>
<td>GBP</td>
<td>1.00</td>
<td>$380.00</td>
<td></td>
<td>$380.00</td>
</tr>
<tr>
<td>2020/05/15</td>
<td>Train - Toronto to Kingston Return</td>
<td>ON</td>
<td>Rail</td>
<td></td>
<td>$0.09</td>
<td>$190.00</td>
<td>CAD</td>
<td>0.58</td>
<td>$210.20</td>
<td>$68.40</td>
<td>$278.60</td>
</tr>
<tr>
<td>2020/05/17</td>
<td>Hotel</td>
<td>N/A</td>
<td>Accommodations</td>
<td></td>
<td>$0.09</td>
<td>$336.38</td>
<td>CAD</td>
<td>0.58</td>
<td>$206.64</td>
<td>$43.90</td>
<td>$250.54</td>
</tr>
</tbody>
</table>

**Total Expenses:** $896.84

**Total Expenses for Reimbursement:** $896.84

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**Account Information**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Account</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount (Including Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>121216</td>
<td>0001</td>
<td></td>
<td>$834.05</td>
</tr>
</tbody>
</table>

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.

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

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The "Total Expense for Reimbursement" boxes should match.