

Travel Expense Claim with a Travel Advance Deducted and an Amount Owing to Queen's University

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Expense Reimbursement Form

Reset Form

Print Form

Payee Information

Use of Form

Employee Expense Student Expense Visitor Reimbursement

Employee/Student ID: 0 7 7 7 7 7 7 7

First Name

John

Last Name

Smith

Street Address:

Chernoff Hall
Chemistry

City:

Kingston

Province / State:

ON

Country:

Postal / Zip Code:

Travel Location (if travel costs are being claimed)

Destination:

London, UK

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

Expense Reimbursement Form

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Expense Information ADD Row + If you make an error, please remove the row by selecting the "-". If you need to remove Row 1, you must first add a second row. The "Total Expense" amount and "Total Expense for Reimbursement" amount

| Date YYYY/MM/DD | Description | Prov. (Where expense was incurred) | Expense Type | km (Mileage only) | Mileage Calc | Amount (Including tax) | Currency | Rate CAD/ Foreign | Including Tax | HST/GST | (Excluding Tax) |
|---|------------------|---------------------------------------|------------------|----------------------|-----------------|---------------------------|----------|-------------------------|---|---------|--------------------|
| 2020/05/15 | Flight to London | ON | Airfare | | | \$1,230.00 | CAD | 1.00 | \$1,230.00 | \$3.25 | \$1,226.75 |
| 2020/05/16 | Lunch | N/A | Meal - Receipted | | | \$18.00 | GBP | 1.67 | \$30.10 | | \$30.10 |
| 2020/05/30 | Hotel | N/A | Accommodations | | | \$1,540.00 | GBP | 1.67 | \$2,571.80 | | \$2,571.80 |
| Date of Travel YYYY/MM/DD Start date as entered on Travel Advance | | | | | | | | | 2020/05/15 | | |
| <input checked="" type="checkbox"/> I received a Travel Advance | | | | | | | | | Requires Payment in currency other than CAD or USD. Please specify and attach Wire Transfer Info Form | | |
| <input type="checkbox"/> I am an American Visitor. Please reimburse in USD. | | | | | | | | | | | |
| | | | | | | | | | Total Expenses: | | |
| | | | | | | | | | \$3,831.90 | | |
| | | | | | | | | | \$3.25 | | |
| | | | | | | | | | \$3,828.65 | | |
| | | | | | | | | | Travel Advance Received: | | |
| | | | | | | | | | \$4000.00 | | |
| | | | | | | | | | Total Expenses for Reimbursement: | | |
| | | | | | | | | | (\$168.10) | | |

Account Information ADD Row + REMOVE Row -

| Fund | Department | Account | Program | Class | Project | Amount (Excluding Taxes) |
|--|------------|-------------|---------|-------|-----------|-----------------------------|
| 3 0 0 0 0 | 1 1 5 8 0 | 6 4 0 0 0 1 | | | 3 3 3 3 3 | \$3828.65 |
| Total: Excluding Taxes | | | | | | \$3828.65 |
| HST/GST: | | | | | | \$3.25 |
| Total Expenses for Reimbursement: (Including Taxes) | | | | | | \$3831.90 |

The claimant issues a payment as cash or Cheque for the outstanding balance, payable to Queen's University, and attached it to the Travel Expense Claim.

You must click on the box beside "I received a Travel Advance" to get the "Travel Advance Received" box to appear