

Queen 's University Board of Trustees

Travel Expense Claim/Donation Form

Date of Meeting: _____

NOTE: All claims must be received within 60 days of the Meeting. For December meeting, if you want receipt in the same calendar year, submit claims by December 15.

	<u>Expenses</u>	<u>HST Paid</u> (from invoice OR @ .115 on Cdn. km/taxi/meal allowance)
Accommodation -----	\$ _____	\$ _____
Meals (see 1 and 2 below)-----	\$ _____	\$ _____
Transportation -----	\$ _____	\$ _____
Mileage (calculate @ .55¢/km)	\$ _____	\$ _____
Other -----	\$ _____	\$ _____
Total Claim :	\$ _____	\$ _____ TOTAL HST*

REQUIRED DOCUMENTATION: Financial Services **will not** process your claim/donation unless you provide the following:

- 1) Itemized receipts are required for all expenses **including meals** and must be original receipts (**credit card slips are not acceptable**). **Meals per diem are no longer allowable. Daily maximum reimbursement for meals is \$71.30 (breakfast-\$15.60, lunch-\$14.85, dinner-\$40.85). Alcohol is not a reimbursable expense.**
- 2) if meal for yourself and a guest is submitted, please provide guest's name and reason for entertainment with the **itemized restaurant receipt**. A credit card slip is not sufficient – please see (1) above.
- 3) If travel booked electronically: e-ticket itinerary PLUS boarding passes
if travel booked by travel agent: travel agents original invoice PLUS ticket stub

I wish to donate \$ _____ of the above claim to Queen's University. Please provide me with an official receipt for tax purposes.

Date

Signature

Please Print Name

Return to:
University Secretariat
Richardson Hall, Room 153
Queen's University, Kingston, ON
K7L 3N6

Street

_____, _____, _____
City Province Postal Code

For office use only

Expenses:	Debit:	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Program</u>	
		10000	55599	640001	50043	\$ _____
	Credit:	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Program</u>	
		10000	55599	440001	50043	\$ _____
	Reimburse:	_____				\$ _____

HST Rebate: (* above Total HST Paid x .7377)

Debit:	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Program</u>	
	10000	42098	120080		\$ _____
Credit:	<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Program</u>	
	10000	55599	640001	50043	\$ _____

Approved: _____ Date: _____

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended and the Federal Income Tax Act, as amended. The information collected will be used for tracking your claim as well as reporting to the Canada Revenue Agency when mandated by law. If you have any questions or concerns about the information collected or how it will be used please contact Freedom of Information Officer - Department of Financial Services, 207 Stuart Street, 3rd Floor Phone Number 613 533 2050.

Policy for Travel and Related Expenses

THE QUEEN'S POLICY FOR TRAVEL AND RELATED EXPENSES WAS UPDATED EFFECTIVE APRIL 1, 2012

The updated Queen's Policy for Travel and Related Expenses is available at:

http://www.queensu.ca/financialservices/policy/newtravelpolicy/Travel_and_Related_Expenses_Policy_FINAL_R2.pdf

Please note - Original **itemized** receipts must support all expense reimbursement claim items. Credit card receipts, debit card slips, and cancelled cheques are **not** acceptable original receipts as they do not provide sufficient details on amounts expended.

EXCEPTIONS to above

- **Use of Employee Owned Vehicle**

Under normal circumstances, individuals will be reimbursed at the rate of 55 cents per kilometer (no receipt required) for the use of a car within a radius of 500km of Kingston. If a private automobile is used out of personal preference beyond this radius, reimbursement will be limited to the cost of the most economical alternative mode of travel

- **Accommodation with Friends and Relatives (Gratuitous Accommodation)**

Persons staying with relatives or friends may claim \$30 per night in lieu of accommodation cost. No receipt is required.

Individuals are responsible for making travel arrangements that provide adequate standards of comfort, convenience, safety and efficiency, and is the most economical option under the circumstances. The University has made special arrangements with certain suppliers to help travelers obtain the best price for services needed. A current list of preferred suppliers is available at:
<http://www.queensu.ca/procurement/preferred/travel.html>

Actual costs may be claimed for meals up to a maximum as noted below. **Original itemized receipts are a mandatory requirement.** If travelling for more than one meal period, the maximum daily reimbursement will be calculated based on the total for all applicable meals. If travelling for one meal period, reimbursement will be reimbursed up to the amount stipulated for that particular meal. **Alcohol is not a reimbursable expense** unless incurred under the University's Hospitality Policy
http://www.queensu.ca/financialservices/policy/hospitality/Hospitality_Policy_FINAL_R.pdf

Meals – maximums

Breakfast \$15.60

Lunch \$14.85

Dinner \$40.85

Total	\$71.30
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Maximum amounts include all gratuities and taxes.