

Travel Expense Claim Form

- Travel Claim
 Travel Advance
 Advance Clearance

Traveller Information

<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Other:			ID #
Last Name:	First Name:	Preferred Name:	
Address:			
City:	Province:	Country:	Postal Code:
Email:		Phone:	

Trip Details

<input type="checkbox"/> Field Trip <input type="checkbox"/> Conference <input type="checkbox"/> Workshop/Training <input type="checkbox"/> Other:			
Destination(s):			
Departure Date:	Return Date:	# of days:	
Name of Conference(s)/Project(s):			
Specific Tasks Completed:			

Expense Distribution

Trust Account #	Allocation to each Trust Account:
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Reimbursement Preferences

<input type="checkbox"/> EFT <input type="checkbox"/> Mail cheque to address above <input type="checkbox"/> Mail to address below <input type="checkbox"/> Pick up from PR finance

Travel Expense Claim Checklist

In order to minimize any delays in reimbursement please ensure that your claim includes:

- Numbered original itemized receipts that detail the payment method or a Lost Receipt Form
- List of attendees for any shared meal expenses
- If the traveller has assumed expenses for any other person the other person will need to sign as a traveller
- OPTIONAL - To be reimbursed the exact amount paid travellers may wish to accompany their original itemized receipts with a credit card statement. If no exchange rate documentation is provided PR Finance will use online bank rates for the day of the transaction. Any unnecessary information will be redacted from the statement

