Travel Expense Report

Travel Dates:	
From:	
To:	

Destination: _____
Purpose: _____

Name: _____
Home Address: _____
_____
_____

Institution: _____
Department: _____
Business Address: _____
_____
Telephone: _____
Email: _____

Please send cheque to:
☐ Home ☐ Business

DATE	DESCRIPTION	Air/Rail	Lodging	Taxi	Mileage	Meals & Tips	Other[1]	Total	GST / HST Office use only | À l'usage du bureau	Debit Amount
								0		
								0		
								0		
								0		
								0		
								0		
								0		
								0		
								0		
								0		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		

SUBTOTAL $ -

TOTAL REIMBURSEMENT $ -

*** Don't forget to attach receipts ***

Note: Reimbursement for personal car = $0.535/kilometre

[1] Details of "Other" expenses

DATE	DESCRIPTION	Amount

Authorized By Date
Administrator
For Office Use Only