

# TRAVEL EXPENSE REPORT

For NON-UWO Employees Only  
(UWO Employees must use the online  
Travel and Expenses Centre at [finance.uwo.ca](http://finance.uwo.ca))

The University of Western Ontario  
Department of Financial Services  
Suite 6100, Support Services Building  
London, Ontario N6A 3K7  
[travel@uwo.ca](mailto:travel@uwo.ca)

SHADED AREAS FOR DEPARTMENT OF FINANCIAL SERVICES USE ONLY.

<b>Invoice #</b>	<b>Vendor #</b>	<b>Y</b>	<b>Y</b>	<b>M</b>	<b>M</b>	<b>D</b>	<b>D</b>	<b>Reference Description</b>
E <input type="text"/>	9 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>CLAIMANT'S NAME</b> <i>(Please print)</i>								<i>(Please check)</i>
<b>Last</b> <input type="text"/>								<b>Graduate Student:</b> <input type="text"/>
<b>First</b> <input type="text"/>								<input type="text"/>
<b>Initial</b> <input type="text"/>								<input type="text"/>
<b>Faculty/ Department/ Street Address</b> <input type="text"/>								<b>Research:</b> <input type="text"/>
<b>Room Number/ Building/ City</b> <input type="text"/>								<input type="text"/>
<b>Province/ State</b> <input type="text"/>								<input type="text"/>
<b>Postal/ Zip</b> <input type="text"/>								<input type="text"/>
<b>Phone Number</b> <input type="text"/>								<input type="text"/>
<b>E-Mail Address</b> <input type="text"/>								<b>Special Instructions</b>
<b>Currency</b> <input type="text"/>								<input type="text"/>
<b>Cheque Handling</b> <input type="text"/>								<input type="text"/>

## ITINERARY (Mandatory)

**Purpose of Travel or Expense (Required):**

**Location:**

**Dates:**

### INSTRUCTIONS:

1. Complete the top part of this page by indicating your name and department address (or home address).
2. On Page 2 complete the expense categories A through D as applicable.
3. Complete Section E on Page 4 if you have any Cash Advances or if any expenses were paid directly by the University, on an Advance line.
4. Convert all foreign/US amounts to Canadian currency using the exchange rate at the time the expenses were incurred.
5. Allow 3-5 working days for processing the claim.

**Total Expenses** *(from page 2)*

①	\$ <input type="text"/>
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**Total Advances/ Direct Expenses**  
*(from page 4)*

②	\$ <input type="text"/>
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① - ②

<b>Return to UWO</b>
\$ <input type="text"/>

<b>Due to Claimant</b>
\$ <input type="text"/>

\$1.00 neither paid nor refunded

## EXPENSE CATEGORIES

Page 2

A Transportation			Description (for car, show km x Rate)	Receipt Total	Deduct Personal Expenses included	Currency Exchange	Claim Amount
From	Dates	To					
						Total of A	\$
Amount	Speed Code	Account #	Fund	Dept/ Org.	Program	Project/ Grant	

B Accommodation			Description	Receipt Total	Deduct Personal Expenses included	Currency Exchange	Claim Amount
From	Dates	To					
						Total of B	\$
Amount	Speed Code	Account #	Fund	Dept/ Org.	Program	Project/ Grant	

C Meals & Business Hospitality			Description	Receipt Total	Deduct Personal Expenses included	Currency Exchange	Claim Amount
From	Dates	To					
						Total of C	\$
Amount	Speed Code	Account #	Fund	Dept/ Org.	Program	Project/ Grant	

D Supplies/ Subject Fees/ Misc.			Description	Receipt Total	Deduct Personal Expenses included	Currency Exchange	Claim Amount
From	Dates	To					
						Total of D	\$
Amount	Speed Code	Account #	Fund	Dept/ Org.	Program	Project/ Grant	

Total Expenses: A + B + C + D  
(Carry forward to page 1)

\$

①

## STAPLE RECEIPTS HERE

### GENERAL GUIDELINES

1. Please ensure that all claims for expenses are in accordance with University policy.
2. A copy of the Travel & Expenses Reimbursement Policy 2.16 can be found at [www.uwo.ca/finance/travel](http://www.uwo.ca/finance/travel) and includes a link to the new Travel & Expenses Reimbursement Procedures. These documents provide the current Mileage rates and Meal guidelines.
3. Invoices for supplies that exceed \$500 or equipment that exceeds \$2,000, should be paid through the Purchase Order System.
4. Please attach all receipts and include an explanation for any of the following items:
  - .. Missing receipts (Attestation form required)
  - .. Air fare that exceeds Economy Rate
  - .. Room rates in excess of the Basic Rate
  - .. Meal receipts that exceed the guidelines
5. Additional resources and forms can be found on the Financial Services website [www.uwo.ca/finance](http://www.uwo.ca/finance)

### EXPLANATION OF POLICY/PROCEDURE EXCEPTIONS *(additional space provided on Page 4)*

### APPROVALS

*(Expense reports missing Approval Signatures will be returned)*

#### CLAIMANT:

I certify that all expenses submitted are reasonable and in accordance with University policy and will not be used as claims to other organizations for income tax purposes. Expenses reflect due regard for value for money, and personal expenses have been deducted. Exceptions to policy have been explained in writing and outstanding Cash Advances and prepaid expenses have been accounted for.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### PRINCIPAL INVESTIGATOR (Research Grants Only):

I certify that these expenses are in accordance with the budget of the grant/ contract and they adhere to the policies and procedures of the granting agency(ies).

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### BUDGET UNIT HEAD/DESIGNATE:

I certify that the expenses are for University purpose only, and are in accordance with University policy. Exceptions to the Policy, which are documented by the Claimant, are reasonable under the circumstances.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

E. Cash Advances/ Prepaid Costs *(See Section 13.0 of Travel & Expenses Reimbursement Procedures 2.16)*

1. **Section E should be completed if you have obtained a Cash Advance or if you have used a Purchase Order to pay for airline or train tickets**  
 (and the order was charged to the 645100 account). The expense should be included in the appropriate category on Page 2, and the amount and account charges on the Purchase Order must be shown in this section.  
2. Tickets obtained through our Preferred Travel Agencies should not be recorded in this section. However, the original documentation should be included with the Expense Report for audit purposes.

Date	P.O. # / Advance #	Description
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Amount	Speed Code	Account #	Fund	Dept./ Org.	Program	Project/ Grant

\$

**Total of E**  
*(Carry forward to page 1)*

②

EXPLANATION OF POLICY/PROCEDURE EXCEPTIONS *(Continued)*