

AUT Faculty Travel Expense - Claim Form

Section 1: Mei	mber Informa	ition								
AUT Member name:						_	Date	:	_	
Faculty: Tel #:						_	Email	:		_@stfx.ca
Section 2: Tra	vel Information	on								
Destination:				Departi	ure Date:			Return Date:		
Travel Advance received: Was this an online conference					nce?		If you attended a co	inference, were meals incl	uded?	
International Exch	ange Currency:		=	Rate of Excl	hange (CAD):		Bank of Canada Loo			
Employee ID # (5).			(A)	(B)	(B)	(C)	(D)	(E)
Employee ID " (e	aigilo on ib oara	<i>)</i> .		1	Province	Foreign	Enter	Enter	*Office use*	*Office use*
Section 3: Det	ail of Expens	es			of	Currency (1)	Total CAD dollar	any HST/GST	67%	Expense
Type 1 Expenses					Purchase	Amount	amount paid	amount(s) on receipt	HST Rebate	Allocation
		rental, Taxi, Bus, Train, P	arking, Gas, R	egistration		If applicable				
fees, other (details	s requirea)					аррисавие			\$ -	\$ -
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Total receipts							-			
						•	Total Cost			
Type 2 Expenses				T		ate	(inc. taxes)	HST/GST		
Use of Personal	Vehicle:	Kilometers	KMs		\$	0.49		\$ -	\$ -	\$ -
	Duniman	Flat Rate		\$ -			\$ -	\$ -	\$ -	\$ -
Meal Allowance	Province	Tax Rate	Days		\$	50.00	¢	\$ -	\$ -	\$ -
Meal Allowance			Days		\$	50.00	•	\$ -	\$ -	\$ -
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Section 4: C	,	em below. Enter "X"				1-1	de de Callerdan			
		more than the travel and that the above is a co						s, or to support research	for which a c	rant was
								eived it will be credited it		
	Department A		,g							
Member Signature	e:					_	Date	: 	_	
Section 5: Dea	an's Office us	e only.								
Travel Amount Ap					Trav	vel Advance R	eceived by member	· \$ -		
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Approved by:						_	Date:		_	
			Dean Signature	9						
Section 6: Acc	ounts Payab	le use only.				Group Selec	ction has not been	made - accounts to be e	ntered manua	lly.
GL Account:				_	Secondary Charge Account: \$				-	
Tax Account: \$ -				Travel Advance Received:			\$	_		
Tax Assessment account: 10000-2108 \$ -				Total Payable			\$	_		
						,				
(1) Only enter amounts calculate the Canadian		ency section if you do not have d	ocumentation of Ca	anadian Dollar an	mount actually pai	d, i.e. credit card/	bank account statement.	Amounts entered in this section v	will use the FX rate	from above to