



SIMON FRASER UNIVERSITY

Trav

| | |
|-------|-------------|
| _____ | _____ |
| _____ | |
| _____ | |
| _____ | Mathematics |
| _____ | _____ |
| SFU | _____ |

| | | | |
|---|---|---------------|-----------------|
| Air Fare | | Taxes Include | Only |
| <input type="checkbox"/> | Prepaid by SFU (attach ticket stub and original boarding pass required) | \$ | \$ |
| <input type="checkbox"/> | Paid by other organization: Name of Org. _____ | \$ | \$ |
| <input type="checkbox"/> | Reimbursed on this claim (attach ticket stub and agents invoice) | \$ | \$ |
| Automobile Rental _____ (attach rental agreement) | | \$ | \$ |
| Mileage/Taxi/Limo/Ferries/Parking _____ (details MUST be entered on next page) | | \$ | \$ |
| Meals _____ (details MUST be entered on next page) | | \$ | \$ |
| Hotel _____ (attach hotel statement) | | \$ | \$ |
| <input type="checkbox"/> | Prepaid to: _____ By: _____ | \$ | \$ |
| <input type="checkbox"/> | Reimbursement required _____ | \$ | \$ |
| Other _____ | | \$ | \$ |
| _____ | | \$ | \$ |
| Currency Requested _____ | | \$ | \$ |
| | | \$ | \$ |
| | | \$ | \$ |
| line totals must be in Canadian Dollars | | SubTotal | \$ |
| | | \$ | \$ |
| | | Total | \$ _____ CDN \$ |

Account Holder Signature:

AUTHORIZED SIGNATURE _____ Date _____

PRINT NAME _____ LOCAL _____

ONE UP APPROVAL _____ DATE _____

PRINT NAME _____ LOCAL _____

Travel Advance # _____ \$ _____

Signature of Claimant : _____

I hereby certify that all expenses being claimed are net of any travel rebates, and agency discounts, and were actually incurred by me on University business or for purposes of my grant, and are not reimbursed from other sources, and are in accordance with policy AD 3.2 Receipt of reimbursement constitutes transfer of ownership of assets to the University.

FOR DEPT USE

| Account(s) to be Charged | | | | Total allocated must \$ _____ | | | |
|---------------------------------|-----------------|-----------------|----------------------|-------------------------------|----------------------|--------------|--|
| | | | | equal Total Expenses above | | | |
| Project (6-8) | Object (4) | Fund (2) | Dept (4) | Program (5) | ActivityID (max 10) | Amount \$CAD | |
| <i>If applicable</i> | <i>Required</i> | <i>Required</i> | <i>If no project</i> | <i>If no project</i> | <i>If applicable</i> | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

DETAILS OF TRAVEL EXPENSES

| DATE | DESCRIPTION & DETAILS (include per diems) | MILEAGE KM | | TAXI/LIMO FERRIES | | PARKING | | MEALS | |
|------|--|-----------------------|--------------|----------------------|--------------|-------------------|--------------|-------------------|--------------|
| | | Outside Canada | In Canada | Outside Canada | In Canada | Outside Canada | In Canada | Outside Canada | In Canada |
| | | | | | | | | | |
| | | TOTAL KM @ \$0.61 | | | | | | | |
| | | TOTAL TO BE REIMBURSE | | | | | | | |

Above totals transferred to Page 1

RESEARCH FUNDING : Describe how the purpose of the trip related to the research being funded, including names of collaborators:

International Payments will be paid via Wire Transfer

Claimant Name:

Bank Name:

Bank Address:

Bank SWIFT/BIC #:

Bank IBAN #:

Currency:

TRAVEL AND BUSINESS EXPENSE CLAIM INSTRUCTIONS

1. The front and back of the form are "Page 1" and "Page 2" respectively.

Details for Mileage/Taxi/Limo/Ferries/Parking and Meal are entered on Page 2 calculated totals are displayed on page 1.

Research Grant Affiliation:

- Co Investigator Post Doctoral
- Collaborator Principal Investigator
- Doctoral Student Undergraduate Student
- Masters Student Other Enter Description

2. All amounts must be entered in Canadian dollars.

3. On Page 2 fill in the "Mileage" column with # of kilometers claimed. The spreadsheet will convert the KM into the dollar amount. For the other columns, enter the dollar amount claimed.

Commonly used distances:

Return

SF00 W 'nP 'nPDA 0

| | Travel within Canada \$ CND | | Travel Rest of the World \$ CND |
|---------------|--------------------------------|--|---------------------------------------|
| | Effective 1-Oct-20 | | Effective 1-Oct-20 |
| Breakfast | 20 | | 25 |
| Lunch | 20 | | 25 |
| Dinner | 35 | | 45 |
| Total per day | 75 | | 95 |