



Travel Expense Form

Name:	Destination(s):
Employee #:	Travel Dates (Leave & Return) :
Student #:	
Payment Method (check one):	Purpose of Travel (check one):
<input type="checkbox"/> Direct Deposit <input type="checkbox"/> Mail cheque to:	

EXPENSES

	Original Currency & Amount	\$ CDN
Airfare/Public Carrier/Airport-Fees :		
Cab Fare :		
Car Rental :		
Parking :		
Mileage Rate as per CRA rate: @ \$0.70/km for 2024. Please provide below addresses for Workday to calculate the distance: Origin Address: Destination Address: One way Trip: Round Trip:		
Meals Per Diem in CAD\$: Canada Trip: Breakfast \$18, Lunch \$20, Dinner \$42, Daily Total \$80.00/day International Trip: Breakfast \$24, Lunch \$26, Dinner \$50, Daily Total \$100.00/day		
Other meals expense :		
Accommodation :		
Conference Registration :		
Other Travel Expenses :		
Non-Travel Expenses :		
Total Amount		

Charge to Worktags or Speed Chart :

*All travel expenses should be claimed within 1 month after the end of the trip.
*Attach photocopied or scanned copies of receipts for processing. Please keep all original receipts in case of auditing needs.

Date	Traveler's Print Name	Traveler's Signature
Date	Print Name	Authorization Signature by Grant Holder or One Administrative Level Higher.