



TRAVEL EXPENSE CLAIM FORM INSTRUCTIONS

**All sections of the Travel Expense Claim Form must be completed IN FULL.
Incomplete forms will be returned to claimant for revision.**

REIMBURSEMENT IS BY DIRECT DEPOSIT ONLY

Non employees must provide their SIN # and a completed [Direct Deposit Form](#).

Air/Rail/Vehicle Rental Calculator: Original flight/rail itinerary with price breakdown, proof of payment and boarding passes or print out of email notification for electronic boarding passes required. A Vehicle Rentals Calculator is required in certain situations when traveling by personal vehicle. Please see mileage section below for more information.

Fuel: Original receipt with price breakdown required. Fuel is not eligible for reimbursement when claiming mileage as the mileage rate includes the cost of fuel.

Car Rental: Original rental agreement with price breakdown and proof of payment required.

Mileage: For travel within the Province, a rate of \$0.37 per km is used for actual distance traveled. For out of Province travel, employees and students must submit a [Vehicle Rentals Calculator](#) with the Travel Expense Claim Form. The most economical means of travel, as determined by the Vehicle Rental Calculator, is the amount eligible for reimbursement. For guests, the Vehicle Rentals Calculator is not required.

Taxis/Parking: Original receipts required, with the exception of metered parking under \$5. When parking charges show on accommodations invoice, please include under this object code.

Registration: Original invoice with price breakdown, proof of payment and conference prospectus are required.

Accommodations: Original invoice with price breakdown and proof of payment are required. Parking and fax/phone/internet charges should not be included under this object code.

Fax/Phone/Internet: Original invoice with price breakdown and proof of payment required. When fax/phone/internet charges show on your accommodations invoice, please include under this object code.

WAS A TRAVEL ADVANCE ISSUED FOR THIS TRIP? A copy of the travel advance, including all corresponding receipts/invoices, must be included and attached to the travel expense claim form and the travel advance amount must be reported on the "Deduct Advance" line at the bottom of the form.

DEFINITION OF PROOF OF PAYMENT: Bank statement showing charge or claimants signed certification on the receipt/invoice: "I certify that this was purchased with my personal funds"

We encourage all persons submitting a Travel Expense Claim Form to read the entire [Travel Policy](#). Please provide additional documentation for expenses that may not conform to this policy.