

Travel Expense Claim Form

Please note: Reimbursement is by [Direct Deposit](#) only

Claimant Name (LAST, FIRST, MIDDLE):

UNB ID# or SIN:

Department:

Email:

Status:

(If OTHER, please specify)

Non-Employee Mailing Address:

Travel Start Date:

Travel End Date:

Personal dates included in this trip:

Indicate any expenses prepaid by UNB or covered by Third-Party:

Purpose of this trip and direct relationship to the University:

ATTACH A SPREADSHEET FOR US AND OTHER FOREIGN CURRENCY WITH FUNDS CONVERTED TO CANADIAN DOLLARS. YOU MAY ALSO INCLUDE A SPREADSHEET FOR CANADIAN TRAVEL WITH EXCESSIVE NUMBER OF RECEIPTS

PO# IF USED TO PAY	DATES:	EXPENSES					TOTALS (\$)					ACCOUNT NUMBERS					
		LOCATION:										LOC	UNIT	OBJECT	FUND	FC	DO NOT USE
		Air/Rail/ Vehicle Rental Calculator Amt										-	-	61105	-	-	
		Fuel										-	-	61125	-	-	
		Car Rental										-	-	61135	-	-	
		Mileage: ACTUAL KMS										-	-		-	-	
		\$0.50/KM TOTAL(S)										-	-	61105	-	-	
		Taxis / Parking										-	-	61120	-	-	
		Meals										-	-	61115	-	-	
		Registration										-	-	61155	-	-	
		Accommodation										-	-	61110	-	-	
		Fax / Phone/ Internet										-	-	71410	-	-	
		Incidentals - \$5 per night										-	-	61116	-	-	
		Hospitality (Details Form required)										-	-	63033	-	-	
		Alcohol										-	-	61132	-	-	
		OTHER (please specify)										-	-		-	-	

Claimant's Signature: Certifies that they incurred the expenses and they are in compliance with University and granting agency policies and that no reimbursement request has been or will be made to a third party for these expenses.

Total Expenses:

Deduct Other:

Deduct Advance:

Claimant Signature:

Date of Claim:

Signing Approval: The individual who approves this claim is responsible for ensuring that expenditures are considered appropriate, reasonable and in accordance with University policy and guidelines.

TOTAL CLAIM (CAD FUNDS):

Approval Signature:

Approved By (print):

Title:

Approval Date:

Pay Traveller

Due to U.N.B
Please include remittance (no cash)

FINANCIAL SERVICES USE ONLY			
A/P	BUDGET	RES. FUNDS	PDA