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.

Non-employees must provide their SIN # and a completed Direct Deposit Form

Air/Rail: Original flight/rail itinerary with price breakdown, proof of payment and boarding passes or print out an e-mail notification for electronic boarding passes required.

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 $0.55 per km is used for actual distance traveled.

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 personal 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.