



SIMON FRASER UNIVERSITY

Travel and Business Expense Claim

For Non-Employee

Travel Advance # _____

Name of Claimant: _____
Please print name

Phone: _____

Mailing Address: _____
(FOR NON-EMPLOYEES) _____

Department: Mathematics

Dated Submitted: _____

Dates of Travel: _____

Destination: _____

Purpose of Expense: _____

For claims funded from research funds, please complete section on Page 2

DETAILS OF EXPENSE (see Page 2 for guide and details)

		Total amount GST Included	GST Amount Only
Air Fare			
<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, in the case of travel outside North America, agent inv.)	\$	\$
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)		\$	\$
Registration Fees			
<input type="checkbox"/>	Prepaid to: _____ By: _____	\$	\$
<input type="checkbox"/>	Reimbursement required (attach receipt and conference program)	\$	\$
Entertainment Provide details, name: _____		\$	\$
		\$	\$
Other _____		\$	\$
		\$	\$
Approvals		Total Expenses	\$
		Less: Advance (s)	\$
		Balance due - Claimant or University	\$
		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

REFERENCE

Maximum 10 characters to appear on cheque remittance advice and departmental reports.

Account(s) to be Charged		Total allocated must \$ _____ equal Total Expenses above			
Fund (2 digits)	Dept / Project (Dept: 5 digits, <u>or</u> Project: 6 digits)	Account (4 digits)	User 1 (7 chars.) Optional	User 2 (4 - 7 chars.) Optional	Amount \$CAD

DETAILS OF TRAVEL EXPENSES

[illegible]

Guide

- All dollar amounts must be entered in Canadian currency.
- Credit card slips will only be accepted for restaurant charges and gas.
- List names of all travelers and/or guests for which expenses are claimed.
- Foreign Exchange - Please supply currency exchange documentation.
- Properly completed forms will assist in the timely processing of your claim.

GST

- * - GST can only be claimed for expenses incurred in Canada since expenses incurred outside Canada do not qualify for rebate.
- * - It is the responsibility of the claimant department to insure that all GST is claimed in order to have the 67% rebate credited back to the department. \$1.00 of GST not claimed is equivalent to the department forgoing \$.67 of revenue.

Please note that there is GST included in certain expenses incurred in Canada such as mileage, per diem, taxis, limousine, parking and meals. The GST amount is calculated by multiplying the total expense paid (including GST) on each of these items by 5 and dividing that amount by 105.

TRAVEL AND BUSINESS EXPENSE CLAIM INSTRUCTIONS

1. - The front and back of the form are "Page 1" and "Page 2" respectively.
 - GST should be entered from receipts for Hotel, Airfare, Automobile rentals
 - Details for Mileage/Taxi/Limo/Ferries/Parking and Meal are entered on Page 2 calculated totals are displayed on page 1.
 - GST amounts are derived from the total amounts calculated for Mileage/Taxi/Limo/Ferries/Parking and Meals and and this derived GST amount is displayed on page 1.

2. All amounts must be entered in Canadian dollars. For conversion rates go to <http://www.sfu.ca/finance/treasury/documents/index.html>

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.

4. Mileage rate : 51 cents per km
 Commonly used distances: Return
 - SFU (Burnaby) - Downtown 38km
 - SFU (Burnaby) - SFU (Surrey) 44km
 - SFU (Burnaby) - UBC 66km
 - SFU (Burnaby) - Van. Airport 64km

5. Per Diems

Meals			
a) Travel within Canada	b) Travel outside Canada	c) Travel Europe	
Breakfast \$ 9.00 (Cdn)	Breakfast \$ 9.00 (U.S.)	Breakfast 9.00 (Euro)	
Lunch \$ 12.00 (Cdn)	Lunch \$12.00 (U.S.)	Lunch 12.00 (Euro)	
Dinner \$ 24.00 (Cdn)	Dinner \$ 24.00 (U.S.)	Dinner 24.00 (Euro)	
Total \$ 45.00/day (Cdn dollars)	Total \$45.00/day (U.S.)	Total 45.00/day (Euro)	

These rates include tips and taxes.

Hospitality Allowance	\$35.00 per night
Entertainment	\$50.00 per person per event
Gifts	Maximum of \$200.00

6. Travel Advances Minimum of \$250.00

7. Commonly used Account codes
 - 6111 General Travel Expense
 - 6112 Field Travel
 - 6113 Accommodation Expense
 - 6133 Recruiting Expense