

## SIMON FRASER UNIVERSITY

# Travel and Business Expense Claim For Non-Employee

Travel Advance #

Name of Claimant:						Phon	e:
	Please print	name				_	
Mailing Address:							
(FOR NON-EMPLOYEES)							
					Department:		
					Dated Submitted	d:	
Destination:					Dates of Travel:		
Purpose of Expense:							
For claims funded from rese			•	age 2		Total amount	GST Amount
DETAILS OF EXPENS Air Fare	(See P	age ∠ ic	or guide and details)		Total amount GST Included	GST Amount Only	
Prepaid by SFU	(attach ticket	stub an	nd original boarding pa		\$	\$	
Paid by other org					\$	\$	
					le North America, agent i	n <b>\$</b>	\$
Automobile Rental	(attach re	ental agr	reement)		\$\$	\$	
Mileage/Taxi/Lin	no/Ferries	/Park	in (details MUST be e	entered on next page	e)	\$\$	\$
Meals			(details MUST be e	entered on next page	9)	\$	\$
Hotel (attach hotel statem	nent)					\$	\$
Registration Fees	Drena	id to:		Rv.		\$	\$
Registration 1 663							
	Reimb	oursen	nent required <sub>(attac</sub>	ch receipt and confer	rence program)		\$
Entertainment Provide	details, name					\$	\$
						\$	\$
Other						\$ \$	 \$
Other						_==	_,
Approvals			Tota	al Expenses		\$	\$
			Les	s: Advance (s)		\$	
AUTHORISED SIGNATURE			Bala	ance due - Claim	Travel Advance # nant or University	<u></u>	
PRINT NAME	LOCAL						_
			Signature of C				
FINANCIAL SERVICES			by me on University by	usiness or for purpose	ned are net of any travel reb s of my grant, and are not i nt constitutes transfer of ow	reimbursed from other sou	nts, and were actually incurred irces, and are in accordance Iniversity.
FOR DEPT USE	REFERE	NCE	Maximum 10 chara	acters to appear on c	heque		· · · · · · · · · · · · · · · · · · ·
	Accour	nt(e) t	o be Charged	and departmental rep	Total allocated must	\$	
	Accoun	iųs, i	U De Chargea		equal Total Expenses		_
	Fund	D	ept / Project	Account	User 1	User 2	Amount
	(2 digits)		ept: 5 digits, <u>or</u> roject: 6 digits)	(4 digits)	(7 chars.) Optional	(4 - 7 chars.) Optional	\$CAD

### **DETAILS OF TRAVEL EXPENSES**

TAXI/LIMO

MILEAGE

DATE	DESCRIPTION & DETA	DESCRIPTION & DETAILS (include per diems)			FERRIES		PARKING		MEALS	
	(include per die				Outside	In	Outside	In	Outside	In
			Canada	Canada	Canada	Canada	Canada	Canada	Canada	Canada
		TOTAL KM @ \$0.51								
COMMON D		TOTAL TO BE REIMBURS								
	- Downtown 38KM	GST REBATE *								
SFU (Bby) - SFU (Surrey) 44KM		GST AMOUNT TO ENTER		x 5/105		x 5/105		x 5/105		x 5/105
SFU (Bby)		GST COLUMN ON PAGE 1								
SFU(Bby) -	Van.Airport 64KM		Above tot	als transfei	rred to Pag	e 1				
RESEARC		w the purpose of the trip relate	ed to the	researc	h being f	unded, i	ncluding	ļ		
	names	of collaborators:								
<u> </u>										

#### 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.

#### Instructions

#### 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 dipslayed on page 1.
- 2. All amounts must be entered in Canadian dollars. For conversion rates go to <a href="http://www.sfu.ca/finance/treasury/documents/index.html">http://www.sfu.ca/finance/treasury/documents/index.html</a>
- 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
   SFU (Burnaby) SFU (Surrey)
  - 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 (Euro) Breakfast \$ 9.00 Breakfast \$ 9.00 (Cdn) (U.S.) Lunch \$12.00 (Cdn) Lunch \$12.00 Lunch 12.00 (Euro) (U.S.) \$ 24.00 24.00 (Euro) Dinner \$ 24.00 (Cdn) Dinner Dinner (U.S.) \$45.00/day (Cdn dollars) \$45.00/day Total 45.00/day (Euro) Total Total (U.S.)

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