

Travel Expense Reimbursement Claim

* Adobe Reader version XI is required for optimal use of this form

(Do not use this form to claim expenses that were not incurred during travel)

[*Click here for form instructions*](#)

This form is to claim reimbursement for travel expenses paid while travelling on UVic business.

Responsibility for complete, accurate, compliant and properly authorized claims rests with account holders and preparers.

Accounting Services Use Only

Banner Inv #	Banner Doc #:	Date Received in Accounts Payable
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PAYEE INFORMATION - Legal name			UVic ID#:	DETAILS or PURPOSE OF TRIP:		
Pay to: Last name	First name	Middle name				
Employee:	Student:	Other:	(Specify)			
Mailing Address: (No PO Boxes allowed if wire payment is required)						

				Dates of Business Travel:		Payment will be mailed to the payee address provided or direct deposited if default. If special handling is required explain below:				
				From: (dd-mmm-yy)	To: (dd-mmm-yy)					
City:		Prov:								
P/Code:		Country:								

TRIP and RECEIPT DETAILS (group receipts by day, similar item type [taxis, ferry, etc] or currency)						Not enough room? Attach supplementary form.			Per diems are to be claimed in CAD (within Canada), EUR (within Euro zones), or in USD (within the USA and international areas other than Euro zones). B \$14 / L \$16 / D \$30			
						Missing receipts? Attach declaration						

#	Date (dd-mmm-yy)	Description/Supplier	Transport	Lodging	Incidentals	Foreign Exch	Amount	Mileage KMs	Per diem Foreign Exch	Breakfast	Lunch	Dinner	Total Expense
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
							Mileage Rate: .48/KM	Total KM	>>>>>>>>>>>>>>>Mileage Amount>>>				
							Total Travel Expenses						
							Deduct Travel Advances (enter a negative amount) (CR)						
							Deduct Prepaid Air / Other (enter a negative amount) (CR)						

Is currency conversion required? If "yes", specify:

Currencies other than CAD/USD will be paid by wire, attach [International Payment Information Form.](#)

EXPENSE ALLOCATION (please group allocations by same coding)								Total Reimbursement		
#	Description	Fund (5)	Org (5)	Acct (4)	Actv (6)	Locn (6)	Amount	Base	GST	Exempt
1	MILEAGE			7005						
2										
3										
4										
Total Allocated Expenses										

Who to contact about this claim:					
Contact Name	Phone	Department	Email	Claimant's One over One Approver Signature	
				Approver's V#	
Claimant's Signature (or attach declaration)		Date (dd-mmm-yy)	Account Holder's Signature (Delegate)	Printed Name	
				Printed Name	
				Title	


I attest that the expenses claimed are original and legitimate; incurred on authorized UVic business and have been reduced by any discount, rebate or claim made against other sources.

I authorize these expenses to be charged to the account(s) noted and confirm that sufficient budget exists. **NOTE:** If claimant is also the account holder, only sign once.

I certify that I have reviewed this claim and find it to be reasonable and in compliance to UVic and/or Granting Agency policies.

If higher authorization is required due to policy please forward on.

Expense Claim Account Codes: This list details the most commonly used account codes or range of codes for expense claims. Please refer to the full [FAST account listing](#) on our website for a more comprehensive list and for departmentally specific codes not listed here. Please choose an account code that best fits the nature of the transaction.

Travel (Range: all from 7000-7099) Employee Travel Mileage Conference Travel Prepaid Travel Relocations (new staff)	7000 7005 7004 7009 7003		Note on mileage: ACCT tracks mileage separately from other travel codes so that UVic can claim an available fuel rebate; that is why the Travel Expense Reimbursement automatically adds the account code to these charges
Goods Purchases General Goods Miscellaneous supplies Instructional supplies Paper supplies Photocopy supplies Toner / ribbons Books / subscriptions Janitorial supplies Safety supplies Postage Computers & equipment Software Equipment Computers & accessories Cost of goods sold (for resale) Equipment rentals & maintenance Equipment repairs Equipment maintenance Equipment rental	7200, 7209-7219 7202 7204 7205 7206 7230 7245 7253 7288 7207 7401 7402 7800-7899 7500 7501 7502	Service Purchases General Services Sundry services Couriers Advertising Off-campus printing Recruitment Space rentals Staff training Inter-library loans Communications/data services Long distance Landline phone/fax Cell / pager expenses Data comm/internet Other services (T4A type usual) Sundry services Honorariums Subject fees Music/entertainment Special categories Hospitality Memberships Licenses and fees Donations	7275, 7294, 7295 7278 7276 7290 7291 7292 7293 7333 7274 7285 7362 7323 7275 7282 7289 7335 7283 7287 7279 7300

*Please **DO NOT** use 59XX or 92XX account codes on expense claims. These account codes are reserved for recording internal charges. Internal charges occur when one university department sells goods or services to another university department. The sale and payment are normally recorded on a JV.

What documentation is required to support reimbursements (including travel)?

- All reimbursement claims require the original, detailed receipt; indicating how the amount was paid (proof of payment) to be attached to the claim.
- Debit and/or credit card slips by themselves are only allowed for taxi, shuttle, gas and parking expenses. Restaurant receipts must show the items ordered, otherwise per diem amounts may be used. All other expenses should be supported by the till receipt or invoice supplied by the seller. Hotel folios, flight itineraries, and online purchase pages that do not acknowledge payment are not valid receipts.
- Some research granting agencies require supporting documentation beyond UVic requirements. Please be aware of any specific documentation requirements of the grant to which you are charging expenses.

I misplaced a receipt that I want to claim on my expenses, what do I do?

- If you have lost a receipt, first try and get a copy of it from the supplier. This is usually easy if it was a hotel folio or e-purchase.
- If you are unable to get a replacement, you must include an affidavit with your claim stating the circumstances for the missing receipt, the cost (supported if possible), and have the affidavit signed by your one over one authorizer.

What signatures are required on travel and expense claims?

- Claimants are required to sign for their T&E reimbursement requests. Visitors should be asked to submit a note or email with their expenses UVic prepares on their behalf.
- FAST Account Holders are required to sign approval of the charges to their account. Delegates can sign up to the amount they are authorized.
- One over One signature is required on all expense claims. The person who is your supervisor is your one/one, this authority cannot be delegated to a lower position.
- Depending on the expense type and policy, a higher authorization may also be required (AVP, VP, Dean, etc). Please refer to controlling [policy](#) for specifics.