# SIMON FRASER UNIVERSITY
# Travel and Business Expense Claim
Employees or on SFU Payroll system Only

_none_
Travel Advance

**Name of Employee:** Joe Schmoe
Please print full name

**Emp #:** (your student #)  **Local:**

**Dept:** SIAT

**Destination:** SIGGRAPH 2007 San Diego, USA

**Dated Submitted:** 8/15/07

**Dates of Travel:** 8/2/07 - 8/5/07

**Purpose of Expense:** to present a paper at SIGGRAPH entitled "Blah, Blah, [

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

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

| | (A) Total amount GST Included | GST Amount Only |
|---|---|---|

**Air Fare**

[ ] Prepaid by SFU (attach ticket stub and original boarding pass required)  $ _____  $ _____

[ ] Paid by other organization: Name of Org. _____  $ _____  $ _____

[✓] Reimbursed on this claim (attach ticket stub and, in the case of travel outside North America, agent invc $ _____  $ _____

**Automobile Rental** (attach rental agreement)  $ _____  $ _____

**Mileage/Taxi/Limo/Ferries/Parking** (details MUST be entered on next page) taxi  $ 27.50  $ _____

**Meals** (details MUST be entered on next page) $40/per day x 3 days  $ 120.00  $ _____

**Hotel** (attach hotel statement) $100/per night x 3 nights  $ 300.00  $ _____

**Registration Fees** [ ] Prepaid to: waived  By: _____  $ _____  $ _____

[ ] Reimbursement req'd (attach receipt and conference program)  $ _____  $ _____

**Entertainment** Provide details, name _____  $ _____  $ _____

_____  $ _____  $ _____

**Other** _____  $ _____  $ _____

**Total Expenses**  $ 447.50  $ _____

**Less: Advance (s)** _____  $ _____
Travel Advance #

**Balance due - Claimant or University**  $ 447.50

### Approvals

AUTHORISED SIGNATURE

PRINT NAME          LOCAL

FINANCIAL SERVICES

**Signature of Claimant :** Joe Schmoe

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

**FOR DEPT USE:** REFERENCE Maximum 10 characters to appear on cheque remittance advice and departmental reports.   JS for DG

**Account(s) to be Charged**   Total allocated must equal Total Expenses above  $ _____

| Fund (2 digits) | Dept / Project (Dept: 5 digits, or Project: 6 digits) | Account (4 digits) | User 1 (7 chars.) Optional | User 2 (4 - 7 chars.) Optional | Amount $CAD |
|---|---|---|---|---|---|
| 13 | ask Desiree for Diane's acct # | | | | |
| | | | | | |
| | | | | | |

**SOFI Allocation** Amount of this expense claim to report for another employee under SOFI rules. (see Instructions)  $ _____

**Name:** _____  **Emp #:** _____  **Local:** _____

## DETAILS OF TRAVEL EXPENSES

| DATE | DESCRIPTION & DETAILS (include per diems) | MILEAGE KM Outside Canada | MILEAGE KM In Canada | TAXI/LIMO Outside Canada | TAXI/LIMO In Canada | FERRIES Outside Canada | FERRIES In Canada | PARKING Outside Canada | PARKING In Canada | MEALS Outside Canada | MEALS In Canada |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 8/2/07 | taxi from airport | | 15. | | | | | | | | |
| 8/5/07 | taxi to airport | | 12.⁵⁰ | | | | | | | | |
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TOTAL KM @ $0.38

**COMMON DISTANCES - RETURN**

| | |
|---|---|
| SFU (Bby) - Downtown | 38KM |
| SFU (Bby) - SFU (Surrey) | 44KM |
| SFU (Bby) - UBC | 66KM |
| SFU(Bby) - Van.Airport | 64KM |

(A) TOTAL TO BE REIMBURSED

Overide calculated GST (optional)

TO GST COLUMN ON PAGE 1

Above totals transferred to Page 1

**RESEARCH FUNDING :** Describe how the purpose of the trip related to the research being funded, including names of collaborators:

Diane Gromala is my senior supervisor. I presented a paper at SIGGRAPH entitled, "Blah, Blah, Blah".

### Guide
- All dollar amounts must be entered in Canadian currency. Use currency conversion work area on the "Instructions" page to convert US and other currencies into Canadian equivalents.
- 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, airport improvement fee, 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 6 and dividing that amount by 106.

# TRAVEL AND BUSINESS EXPENSE CLAIM INSTRUCTIONS

1. Information is to be entered on the claim form on "Page 1" (Identification and Summary) and on "Page 2" (Details).
   Formula cells on page 1 summary for page 2 details are protected.

**GST**
- Page 1 Enter GST directly from receipts for Air Fare, Hotels, Auto rental, Registration, Entertainment and Other amounts.
- Page 2 Mileage - GST is calculated based on the distance, and the rate. Enter distance in KM's - the formulas calculate amounts.
   Taxi/Limo, Ferries, Parking, Meals. If the claimed amount includes Provincial tax - enter the percent rate (without the % sign)
   i.e. 6 for 6%.
   Override calculated GST. Enter the amounts from the receipt if the calculation is incorrect. This amount will be transferred to
   the GST total for the column and added to the summary GST amount on page 1.

2. All amounts must be entered in Canadian dollars. Use the conversion tables below to convert to Canadian dollars.

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 : 38 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

**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      6113  Accommodation Expense
   6112  Field Travel                6133  Recruiting Expense

8. **SOFI.** Under B.C. Provincial Statement of Financial Information (SOFI) statutes, the University is required to report expense payments from funds the University administers. Payments to individuals through the SFU payroll system are managed with an "Emp #", regardless of the individual's employment relationship with the University. Some individuals paid from grant or other funds administered through the SFU payroll system are not necessarily employees of the University.

Most employees file their own expense claims. Occasionally you might pay the expense of another employee and claim reimbursement from the University for the other employee's expense. You are required to report when part of your expense claim pertains to expenses of another university employee when that portion of the expense claimed is greater than $500.

Use the box at the bottom of page 1 of the form to identify the other employee and the portion of the expense claim that is on behalf of the other employee. Enter the Amount of the expense claimed on behalf of the other employee in the box at the bottom of the form. Enter the other employee's name, employee # and local phone # in the boxes shown.

## Currency Conversion Work Area

**US Exchange Rates**

| | | $ US | Exchange Rate | $ CDN | Other Currencies | Exchange Rate | $ CDN |
|---|---|---|---|---|---|---|---|
| **1-Jun-07** | **1.13** | | | 0.00 | | | 0.00 |
| 1-May-07 | 1.16 | | | 0.00 | | | 0.00 |
| 1-Feb-07 | 1.19 | | | 0.00 | | | 0.00 |
| 2-Jan-07 | 1.16 | | | 0.00 | | | 0.00 |
| 15-May-06   1-Jan-07 | 1.13 | | | 0.00 | | | 0.00 |