

Enterprise Applications and Solutions Integration Staff Development/Travel Expense Request

Individual Initiating the Request: _____ Date: / /
DD/MM/YY

Telephone Number: _____ Office: _____ Mobile: _____

Description of Event and Destination: _____

URL of the Event: _____

Date of Departure: / / Date of Return: / /
DD/MM/YY DD/MM/YY

Is this for group travel: _____ Yes/No Number of Staff: _____

List the staff travelling:

1 _____

2 _____

3 _____

4 _____

Purpose:

EXPENSE CATEGORIES: Expenses should be estimated for all those travelling the same event.

Air Travel:		\$ _____
Kilometrage (Private vehicle) _____ KM x \$0.47 per KM		\$ _____
Car Rental:		\$ _____
Taxi:		\$ _____
Rail/Bus		\$ _____
Accommodation: _____ Rooms at _____ Per Night		\$ _____
Meals:		\$ _____
Registration Fees:		\$ _____
Incidental Expenses:		\$ _____
Total Estimated Cost:		\$ <u> </u>

This section should be completed as totals for all staff included in the request. For example, if there are 3 staff travelling the airfare should be the total for all 3.

Meals should be estimated using the per diem rates as stipulated in the Guide to Financial Management. However, receipts for meals must be submitted with the expense report.

Signature of Manager: _____

Signature of Director: _____

Account: _____ (Business Officer to complete)

Note 1: If there are more than 2 staff travelling together then alternative flights and/or arrangements should be considered.
 Note 2: A copy of the completed form should be sent to Linda Nevison.

Enterprise Applications and Solutions Integration

Staff Development/Travel Expense Request

Staff Development/Travel Expense Request Form

This form is to be used by all staff within EASI who are requesting to attend training/development events, conferences and/or for travel. The form is meant to be used for individual requests or for groups attending the same event or traveling to the same destination for the same purposes. The dollar amounts and information regarding the expense categories are for reasonable estimates where the exact amounts are not known. Travel expenses should be considered with reference to the "Guide to Financial Management" at <http://www.finance.utoronto.ca/gtfm/travel.htm>

Approvals for the event or travel should be approved before any firm bookings are made.

Expenses should be submitted with 2 weeks of returning from the event. Please keep all boarding passes as they must be submitted with your expense reports. The following are some of excerpts for the "Guide to Financial Management".

Use of Employee Owned Vehicle

- The kilometres(*) rate allowed for use of a personally owned automobile while on approved University business is 47 cents per kilometre.
- Note: Multiply miles by 1.609 to convert to kilometres.
- This allowance is intended to cover all automobile operating costs, including gasoline, insurance, repairs and maintenance.

Per Diem Meal Allowance

A per diem meal allowance may only be claimed for expenses funded by external agencies (except agencies or ministries of the government of Ontario) or if provided under a collective agreement. The University is no longer permitted to provide meal per diems for travel claims that will be expensed in any operating fund accounts, but may be expensed in all other funds (e.g. ancillaries, trust, and research) as long as they are not funded by any agency or ministry of the Ontario Government. A fixed allowance covering meals and incidental expenses (e.g. gratuities for housekeeping services and bellhops, etc.) may be claimed, without receipts, in lieu of specific expense reimbursement, in Canadian dollars, as follows:

	In Canada	USA or International
Breakfast	\$11.00 CAD	\$15.00 CAD
Lunch	\$17.00 CAD	\$22.50 CAD
Dinner	\$27.00 CAD	\$37.50 CAD
Total Daily Allowance	\$55.00 CAD	\$75.00 CAD

Please note that it is not permitted to claim a full day per diem when at a conference if the conference fees include a meal component, or if travel begins in the middle of the day.

Use of Employee Owned Vehicle - General

It is recommended that a personally owned vehicle be used only for short journeys where this constitutes the most economical means of transportation or where no suitable public transportation is available. The standard is that a personally owned vehicle may be used for trips up to 500 km in round trip length. For longer trips a traveller may elect to use his or her own vehicle, but reimbursement for kilometres will be limited to the equivalent least expensive mode of transportation to and from that destination. All kilometres travelled in an employee's personal vehicle when conducting business (subject to the 500 km limit mentioned above) will be reimbursed on a cents per kilometre basis. The rates are reviewed and adjusted from time to time. The current rates can be found [here](#).

Car Rental

Travellers should request the lowest available rental rate at time of booking. Please note that the lowest available rate may be lower than the University negotiated rates. The Corporate Travel Card should be used where possible.

Rental cars should be used only when less expensive transportation is not available. Vehicle rental would be a reasonable method of transportation for round trip journeys up to 500 km. A rented vehicle should not normally be used for round trip journeys in excess of this distance. If a trip of greater distance is made, the maximum claimable expense is equivalent to economy air travel rate by the most direct route or rail fare with standard lower berth or roomette, whichever is less.

The standard is a mid-size car. For group travel where a vehicle rental is the most economical means of travel, rent one vehicle for each four travellers. Request the lowest available rate at the time of booking.

The original receipt required is the customer copy of the rental agreement, account statement, invoice and receipts for gasoline purchases.