

TRAVEL EXPENSE CLAIM

QT

 Transaction Reference #

Travel Policy	Form Instructions	Per Diems	Per Diems - NSGEU Local 3	Currency Converter	International Travel Rates	Foreign Exchange Rate	<input style="width: 100%;" type="text"/>
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 Payee Name (First/Middle/Last) Dalhousie ID B00

 Department Phone Trip Destination

 Affiliation with Account Being Charged

 Purpose

 Period covered Start End

 Payee Mailing Address

 Email

Payment method: Preferred method of payment is direct deposit for CDN funds. For other currencies or when direct deposit is not available, the cheque will be mailed to the alternate mailing address if different from the payee mailing address (i.e. department address)

Alternate Mailing Address

Date MM/DD/YY	Particulars - Including Persons Met With/ Organization Visited on Each Date Itemize Multi-Purpose Visits Separately	Receipt Number	Actual Receipt Amount (CDN/Other)	Canadian Total Claimed Including GST/HST	Calculated GST/HST (For Employees Only)

 Require Additional Page **Totals from Additional Page**

FINANCIAL SERVICES USE ONLY		TOTAL			
Address Type/Seq _____	Personal Vehicle <input style="width: 100px;" type="text"/>	Rate		\$0.00	\$0.00
FTMDISC Code _____	Grand Total			0.00	0.00
Travel Clerk _____ Init _____	Less Cash Advance	Ref #	QA	0.00	0.00
Fund Admin _____ Init _____	Balance Due to (from) Claimant			\$0.00	\$0.00
Vendor Clerk _____ Init _____					

Fund/Orgn (5 digits)	Account (4 digit)	Net Before GST/HST	GST/HST Employees Only	Total	Spending Authority Signature (for Fund/Orgns 34000-59999)	Date
		\$0.00	\$0.00	\$0.00		
		0.00	0.00	0.00		
		0.00	0.00	0.00		
TOTAL PAYMENT		\$0.00	\$0.00	\$0.00	<input type="checkbox"/> CDN <input type="checkbox"/> USD <input type="checkbox"/> Other	

CERTIFICATION OF CLAIMANT I hereby certify that these expenditures are true and correct, that the whole expenditure is a proper charge against Dalhousie University's funds or funds administered by Dalhousie University, are in accordance with Dalhousie University travel policy, and that the amounts claimed have not previously been, nor will be, claimed or reimbursed to me by Dalhousie University or any other organization.

Date Stamp (F/S Use Only)

Claimant Signature _____ Authorizing Signature _____

Print Name _____ Print Name\Title _____

Date _____ Phone _____ Date _____ Phone _____

Print Form

TRAVEL ADVANCE/EXPENSE REGULATIONS

- 1 Revenue Canada requirements are such that all expenses must be receipted with original travel tickets, itemized hotel bills, restaurant bills, taxi chits, and registration receipts with proof of payment. Credit card slips are acceptable ONLY for gas. Boarding passes and travel itinerary are required for electronic airlines ticketing.
- 2 **Photocopies of receipts are not acceptable.**
- 3 Allowable expenses without receipts (i.e. Per Diem Travel Rates) are outlined in the University Travel Policy under Appendix A. To View Per Diem Travel Rates
- 4 All receipts are to be numbered for quick reference. The actual amount shown on the receipt should be noted in the next column. The column entitled "Canadian Total Claimed" should be used to record the exact amount being claimed in Canadian dollars. For instance, convert foreign expenses to Canadian funds and show partial amounts of receipts not fully claimed. Small receipts should be placed on a 8 1/2 x 11 sheet paper and taped in the order listed in the travel expense claim.
- 5 **All Travel Expense Claims must be signed by the claimant and approved by the individual at a reporting or management level above that of the claimant (e.g. Department Chair and/or Dean or Director, Vice-President, President, or Lester Pearson International for International Development Projects).**
- 6 **The spending authority signature (Unit Authority/Principal Investigator or delegate) is also required on all Research FUND/ORGN 40000-59999 when different from the reporting level signature.**
- 7 Travel claims are to be submitted no later than 30 days after completion of trip. Delay in submission of receipts could result in a request for repayment and/or the unnecessary issuance of a T4A if an advance has been issued.
- 8 It is helpful to organize expenses by date. If you require additional lines to record your expenses, click in the "Require Additional Page" check box. This will generate a new detail page after these regulations.
- 9 The "transaction reference number" should be the last 7 characters of the Dalhousie ID number plus the date (MM/DD/YY) the trip begins (11137030501).
- 10 "Affiliation" refers to your position in relation to the travel activity - for instance, faculty member, grantee, graduate student, administrator, technician.
- 11 "Purpose" - be specific. e.g. provide name of conference, "collaboration with Dr. X to discuss XXX".
- 12 Detailed expenses for multipurpose visits must be itemized separately - for instance, attending a conference and then staying extra time to collaborate with a colleague.
- 13 **CALCULATED GST/HST** - It is possible to receive a rebate of 67% for all GST/HST identified. It is important, however, to determine the amount of HST or GST which applies to each travel expense incurred. The rules for determining whether GST or HST applies are summarized as follows:
- a The GST/HST rebate applies only to the reimbursement of expenses for employees.
 - b The travel expenditure receipt must show the GST/HST registration number and amount of tax.
 - c The rebate will be returned to the account charged for the travel expenditure at the time of processing.
 - d In those situations where the University partially reimburses travel expenditures, the calculated GST/HST must be prorated.

Calculations for HST/GST should be made as follows:

Travel up to June 30th, 2010				
Province	Tax Rate	Kilometers Per Diems	Meals Per Diems	Receipted Expenses < \$30 Where Tax is not broken out
		Multiply the per diem by the prorated percentage below	Multiply the per diem by the prorated percentage below	Multiply the per diem by the prorated percentage below
NS, NB, NL	13%	13/113	12/112	12/112
All other Provinces	5%	5/105	4/104	4/104
Travel July 1st, 2010				
Province	Tax Rate	Kilometers Per Diems	Meals Per Diems	Receipted Expenses < \$30 Where Tax is not broken out
		Multiply the per diem by the prorated percentage below	Multiply the per diem by the prorated percentage below	Multiply the per diem by the prorated percentage below
NS	15%	15/115	14/114	14/114
NB, NL, ON	13%	13/113	12/112	12/112
BC	12%	12/112	11/111	11/111
All other Provinces	5%	5/105	4/104	4/104

Tax Calculation:

Prorated Percentage / x Per Diem/Receipt Amount = Calculated HST/GST Amt