

TRAVEL EXPENSE CLAIM

Note: This form is to be used to reimburse guests in a currency other than CAD or USD, or for Chart 2 reimbursements.
 All other claims are to be processed through [Concur](#). Questions can be directed to ConnectionPoint at (306) 966-2000 or ConnectionPoint@usask.ca.
 For assistance in completing this form, please check PAWS for the Knowledge Base article on travel.

Name _____ NSID _____ UniFi Vendor Number (if known) _____

Research Affiliation re: Tri-Agency Travel _____

Department / College _____ Room / Building _____

Mailing Address (Street, City, Prov/St, Postal/Zip) _____

Destination _____ Departure Date _____ Return Date _____

Trip Purpose _____

Details of Expenses: Attach Original Receipts; Copies Are NOT Acceptable; Attach Exchange Rate Verification (if applicable).

DATE (mmm/dd)	Description	Transportatn (inc local-taxi)	Accomodatn (inc hotel/prv)	MEALS			Misc (reg fee, phone)	Exch Rate	TOTAL (CAN\$)
				Brkfst	Lunch	Dinner			

Please record the number of **Personal Days** included in this trip. Subtotal....

Personal Vehicle - attach a **Vehicle Kilometer Log** if claim includes more than one trip. **KMS @**

Foreign Currency Settlement: Enter **EXPENSE DETAIL TOTAL...** (if applicable)....

CFOAPAL - Required Coding					Optional Coding		AMOUNT	FSD Use	TOTAL.....
Cht(1)	Fund(6)	Org(4)	Acct(5)	Prg(4)	Acty(5)	Lctn(6)			
									Less Advance.....
									NET CLAIM....

NOTE: Attach receipts for prepaid expenses, e.g. airfare (e-ticket), registration fees, etc. **TOTAL....**

Certification: I certify that all expenses incurred are related to university business, that none have been claimed from other organizations, that they comply with university or funding agency travel expense guidelines, and that I personally paid for them.

Claimant's Signature _____ Date _____

Prepared By / For Information Contact (Please Print) _____ Department / College _____ Phone _____

Approval: Note: Your signature indicates approval as to the appropriateness and reasonableness of the expenses being claimed. To the best of my knowledge, any expenses on this form identified as Tri-Agency related charges meet eligibility and compliance requirements of the Tri-Agency and the University.

Approver's Signature _____ Please Print Name _____
 Title _____ Date _____

Institutional Approval (only required if any expenses are being charged to a Tri-Agency fund)

Institutional Approver's Signature _____ Print Name _____ Date _____

Distribution: Forward completed and approved form, including all required attachments (original receipts, event schedule /conference outline, Authority to Travel form, etc.) to ConnectionPoint - Room 258 Arts Building