

INSTRUCTIONS FOR USE OF THIS FORM

1. All items must be appropriately described or itemized in the description column in sufficient detail for the approver to review the claim and determine eligibility for reimbursement.
2. Receipts and vouchers must be taped to an 8 1/2 x 11 sheet of paper then the page(s) must be attached to the claim form.
3. Claim forms are to be signed by the claimant, approved by the appropriate Dean, Administrative Director or higher in accordance with the University's Approval Authority Policy and submitted (*) to the Finance Office for payment.

*Note: All Research professional expense reimbursement (PER) and chair allowance related expense claims are to be *authorized by Research Services* before they are submitted to the Finance Office for payment.

REGULATIONS


Regulations of the University apply to all funds administered by the University. They are based on the reimbursement of REASONABLE out-of-town expenses, necessarily incurred on University business and subject to the following conditions:

1. The University will not reimburse expenses older than 6 months.
2. Air fare shall be at economy rate by the most direct route.
3. Rail fares shall not exceed first class transportation and standard berth roomette.
4. Authorized private automobile mileage is payable at the rate of 46¢ per km. Employees should be aware that their personal auto insurance policy will be the first to respond in the event of an accident. You are encouraged to use rental vehicles obtainable under the University's agreement with Discount Car and Truck Rentals. For more information please contact Purchasing at ext. 4436 or ext. 4711.
5. Original detailed itemized receipts or vouchers are required for meals, taxi, air, and rail fares, motel accommodations and in general, all items except local bus fare or mileage claims. Credit card receipts and interact receipts are not acceptable.
6. Boarding Passes must be received by Finance once the travel has been completed. This is a Tri-Council, CFI and Audit requirement.
7. Meals are reimbursed based on actual receipts, up to a maximum of \$50/day for a full day in Canada & the United States (for international travel the maximum daily rate is \$60.00/CND per day). The per diem should be pro-rated for partial days and where meals are provided as part of the conference fees.

Rates	Entitlement
Breakfast: \$10.00	Departure Before 6:00AM
Lunch: \$15.00	Departure Before 11:30AM
Dinner: \$25.00	Arrival home after 7:00PM

8. Actual itemized invoices/receipts must accompany debit card receipts. Documentation of exchange rate must accompany expense claims in foreign currency (i.e. VISA statements/ Currency Purchase slip).

Link to Policies: [Approval Authority](#)
[Travel Expense Policy](#)
[Hospitality \(Entertainment\) and Working Meal Expense Policy](#)



NIPISSING

UNIVERSITY

STATEMENT OF EXPENSES

CHEQUE PAYABLE TO: EMPLOYEE ID DIRECT DEPOSIT MAIL

ADDRESS:

Cheques will be put into your NU mailbox (if you have one) unless an address is provided in the space above.

PURPOSE OF TRIP: DESTINATION:

PERIOD FROM: TO:

* Indicates Mandatory Fields to be completed

		Car Rental		Own Vehicle									
*Date	Description	Rental Fee	Gas Receipts	Actual KMs Driven	KM's @ \$0.46	Meals Daily Max \$50.00	Accom.	Parking	Taxi	Other (please specify in description)	Total	* Fund ##	Cost Centre & Account - ##### - #####
TOTALS													

I hereby certify that this claim represents expenses for legitimate University business and does not include items for personal use or which are in eligible for reimbursement as per the University's Travel Expense policy and Hospitality (Entertainment) and working meal policy.

Approval Authority Name (print) : _____

Approval Authority Title: _____

Approval Authority Signature

Office of Research Services (research/PER/Chair related expenditures)

Appropriate VP (hospitality where alcohol is being claimed)

DATE: _____

SIGNATURE: _____

TOTAL EXPENSES					
LESS ADVANCE					
BALANCE PAYABLE or (BALANCE TO RETURN)					

Receipts Required