Date:      /     /

Expenses Payable to:  Name:

  Address:

 City: Prov/State:

 PC or ZIP: Country:

 Ph:  ( ) - Email:

|  |  |  |
| --- | --- | --- |
| Expense | description | Amount ($) |
| Transportation (Air/taxi/parking)\*Include boarding passes. |     |                 |
| Mileage |       x $0.50/km |       |
| Accommodation |   |       |
| Sustenance |   |       |
| Other |   |       |
|  | **TOTAL:** |       |
| Expense justification: |   |
| Expense purpose, meeting /Conference name, location, date, purpose of attending. |  |
|  |  |

**\*\*Please email detailed receipts and supporting documentation with this form\*\***

*I certify that the pre-approved expenses listed incurred for a University of Calgary business-related purpose or a purpose permitted under the terms of PER or a research project agreement.*

***Claimant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |
| --- |
| **Internal Use Only** |
| **Fund** |  | **Dept** |  | **Account** |  | **Project** |  | **Activity** |  |
| **AHS Accounting String:** |  |
| **Approval:** | **Date:** |