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:** | | | | |