

TRAVEL EXPENSE CLAIM

NAME: _____ DEPARTMENT Faculty of Education
 MAILING ADDRESS: _____ Purpose of Travel B.Ed. Practicum Supervision
 _____ Start Hour/Date _____ Finish Hour/Date _____
 _____ Destination/Stop over _____

EXPENDITURES CLAIMED					
Attach Receipts where needed - see reverse of final copy. Use additional claim if more space needed					
DATE	PARTICULARS	Transport	Lodging	Meals	Others
TOTALS					

Total expenses	\$
Less Advance	
Balance due to Claimant or	\$
University	

I hereby certify that this claim is correct in every particular and that all expenditures were necessarily incurred with due regard to reasonable economy.

Signature of Claimant

Approved by

NOTE: IF TOTAL OF CLAIM IS SIGNIFICANTLY HIGHER THAN THE APPROVED ESTIMATE, THE CLAIM WILL BE RETURNED TO THE SENDER TO SECURE APPROVAL BY THE APPROPRIATE AUTHORITY.

FOR USE OF BUSINESS OFFICE

Charge Dept	Account #	Amount
Checked by	Date	

PLEASE RETURN COMPLETED FORM TO:
 Mount Saint Vincent University
 Faculty of Education
 166 Bedford Hwy, Seton 401
 Halifax, NS B3M 2J6

INSTRUCTIONS FOR USE OF THIS FORM

All items are to be listed in chronological order.

All items, except meals, should be amply described or itemized in the description column. Grouping of items is not permissible unless a breakdown is shown. Expenses should be listed in the currency of the country visited and total converted to equivalent Canadian funds.

Fares should be described as return, one way, all inclusive, excursion rate, etc. and indicate starting point and destination.

Receipts and vouchers as required under item 9 below should be stapled to the BACK of the claim in the order in which they appear on the claim.

Automobile kilometerage - report actual kilometerage in the description column. Compute at the approved rate and enter sub-totals in kilometerage column. Carry the total kilometerage expense to the area provided.

Travel claims are to be submitted not later than two weeks after completion of the trip.

TRAVEL REGULATIONS OF MOUNT SAINT VINCENT UNIVERSITY

Travel regulations of the university are based on the reimbursement of REASONABLE out-of-pocket expenses necessarily incurred on university business and subject to the following conditions:

TRANSPORTATION

1. Air Travel may not exceed ECONOMY fare by the most direct route. Special reduced fares should be used when possible.
2. Rail/Boat/Bus travel shall be at the most economic rate for appropriate accommodations in relation to the duration of the trip.
3. Privately-owned vehicles may be used on University business but under no circumstances will the University accept any liability for claims arising from such use. Car owners are advised to check in advance with their own insurance agent to secure an appropriate endorsement to their policy if necessary. Reimbursement will be made in accordance with rates approved. If travel by air is more economical, the University will reimburse the employee the cost of the equivalent economy air fare rather than the mileage rate.
Rental cars are authorized in special circumstances and only when a saving is evident.

INSURANCE

4. Expenditures for travel insurance are disallowed.

ACCOMMODATIONS

5. Every effort should be made to obtain reasonably priced accommodation which is conveniently located.

MEALS

6. Meal charges should be the lesser of the actual amounts expended or the approved rates, including taxes and gratuities.

TAXIS

7. Taxis should normally be confined to trips of short distance in situations where it is not suitable nor reasonable to use public transportation. Travel to and from an airport should be by airport bus or share-a-cab.

OTHER EXPENSES

8. Other allowable expenses, i.e. business telephone calls, registration fees, should be separately listed.

RECEIPTS

9. Receipts shall be submitted for transportation, lodging and other significant costs (over \$10. per item). Meal receipts are NOT required.

ADVANCES

10. If a travel advance is required an APPROVAL FOR TRAVEL AND REQUEST FOR TRAVEL ADVANCE form should reach the Business Office, complete with necessary approval signatures, TEN days before the date cheque is required. When initiating this form allow sufficient time for obtaining signatures. Travel advances will be accounted for by submission of a TRAVEL EXPENSE CLAIM no later than two weeks after completion of a trip. Any unused balance is to be refunded with the Travel Expense Claim. Travel Advance forms and Travel Expense Claim forms which are not properly completed and authorized before they reach the Business Office will be returned to the individual who initiates the claim or request.