

## Huntington University Expense Reimbursement Form

This **EXPENSE ACCOUNT MUST BE RETURNED** to the Accounting Office with the signature of the appropriate authority **WITHIN TWO WEEKS AFTER RETURNING FROM A TRIP** and must conform to the Huntington Travel Policy.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Code \_\_\_\_\_  
 Purpose of Trip \_\_\_\_\_  
 Destination of Trip \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Time \_\_\_\_\_  
 Return Date \_\_\_\_\_ Time \_\_\_\_\_

**Please Note: Submitted receipts must show GST.**

**Office Use  
GST Amt.**

**Travelling Expenses**

- Car Rental (attach receipts) \$ \_\_\_\_\_
- Gas (attach receipts) \$ \_\_\_\_\_
- Car \_\_\_\_\_ Km @ 57.0¢ \$ \_\_\_\_\_
- Air/Train/Bus Fare (attach receipts) \$ \_\_\_\_\_
- Limousine (attach receipts) \$ \_\_\_\_\_

**Living Expenses**

- Hotel Accommodation (attach receipts) \$ \_\_\_\_\_
- Parking (attach receipts) \$ \_\_\_\_\_

**Maximum Daily Meal Allowance (Breakfast \$19.45 / Lunch \$19.20 / Dinner \$48.15)**

**Maximum Daily Incidentals Allowance (\$17.30)**

- Meals (attach receipts) \$ \_\_\_\_\_
- Incidentals (attach receipts) \$ \_\_\_\_\_
- \$50.00 per night private non-commercial accommodation allowance \$ \_\_\_\_\_
- Sub-Total:** \$ \_\_\_\_\_
- Less: Meals provided** \$ ( \_\_\_\_\_ ) \$ \_\_\_\_\_

**Other Expenses**

- Registration Fees (attach receipts) \$ \_\_\_\_\_
- All Other (provide details and attach receipts) \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_