

**Queen's University  
Department of Emergency Medicine  
Travel/Expense Claim Form**

Name: \_\_\_\_\_ (please print clearly)

Student number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Nature of Expense/Travel: \_\_\_\_\_

**Expense Information:**

Date	Expense Description	Amount
		\$
		\$
		\$
		\$
<b>Total:</b>		<b>\$</b>

**Travel Information:** *(Travel by personal vehicle you must include a Google Map to show the start and end address, including the total mileage to be reimbursed)*

Date	Travel Expense Description	Kilometers (auto)	Amount
			\$
			\$
			\$
<b>Total:</b>			<b>\$</b>

<b>TOTAL EXPENSE and/or TRAVEL:</b>	<b>\$</b>
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*I certify that all expenditures in this claim form adhere to the University's travel policies, were incurred for University purposes and have not been reimbursed from another source.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original receipts AND boarding passes must be attached.**

## **Guidelines for Reimbursement**

### **Personal Automobile**

Under normal circumstances, individuals will be reimbursed at the rate of 55 cents per km for the use of a car within a radius of 500km of Kingston.

### **Accommodation**

Reimbursement for hotels, motels, and other accommodations will be provided at the actual rate, provided those amounts are reasonable and supported by original receipts.

### **Meals**

Itemized receipts (not just the credit/debit slip) are required for all meals. Meal per diems is no longer allowable for travel claims. Maximum reimbursement is \$75.00.

Breakfast - \$16.00

Lunch - \$16.00

Dinner - \$43.00

### **Air/Rail/Bus/Local Travel**

In general, travel on local carriers will be reimbursed at an economy rate only. When requesting reimbursement for air travel you must include the invoice from the travel agent and the ticket stub as well as **boarding passes**.

### **Conference Registration**

Reimbursement for conference registration fees will be provided at the actual rate, provided those amounts are supported by original receipts.