

BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT FORM



Section A - General Information

Name of Employee (Last, First)				Meditech Mnemonic:		Functional Centre: Example 701.2101010				↓ ↓	
<small>EXPENSES INCURRED IN CDN CURRENCY.</small>		PLEASE NOTE ACCOUNTS PAYABLE WILL CONVERT THE EXPENSE TO CDN CURRENCY WHEN REQUIRED		<small>HST Formula: If HST is not easily identified but is included in the total cost. Please use this formula: Total Cost (Column G) divide by 1.13 times 0.13 (Ex. =G14/1.13*0.13) GST Calculation (if there is no PST) = Total Cost (Column G) divide 1.05 times 0.05 (Ex. =G14/1.05*0.05)</small>						If yes, you will need to provide a void cheque to ensure timely & accurate payment.	
<small>IF NOT CDN STATE OTHER CURRENCY</small>		PLEASE USE ONE ROW FOR EACH TRANSACTION									
Date DD/MM/YY	Type of Expenditure (Select from drop-down menu)	Particulars Nature of trip, destination, time of departure, return, etc. Explain general expense items	Kilometres 0.40	Kilometre \$	Expenditure					Total	Receipt #
					RECEIPT TOTAL	HST TOTAL	HST PROV REBATE	HST FED REBATE	Cost		
TOTALS											-
CONTROL AMOUNT											-
TOTAL PAYMENT											-
LESS: CASH ADVANCE RECEIVED										
NET PAYMENT TO EMPLOYEE / (NET OWED TO SMGH)											-

Section B - Distribution Summary (Finance Use ONLY)				Section C - Authorization			
<small>Functional Ctr</small>	<small>Sub Account</small>	<small>Account Description</small>	<small>Amount</small>	Requested By (print name)		Position	
0	4951000	GENERAL SUPPLIES	-				
0	6103000	COURSE REGISTRATIC	-				
0	6221000	BOARD TRAVEL EXP	-	Requestor's Signature		Date DD/MM/YY	
0	6241200	STAFF TRAVEL EXP	-				
0	6241200	KM STAFF TRAVEL	-	Approved By (print name)		Position	
Prepaid amount to reduce expense			-				
			-	Approver's Signature		Date DD/MM/YY	
	011.101.48200	HST PROV.RCVRBL	-				
	011.101.48100	HST FED.RCVRBL	-				
	011.101.48000	GST RECOVERABLE	-	Payment Received By (Petty Cash)		AP Use Only	
TOTAL DISTRIBUTION			-	Date	Initial (Confirmation of Pymt)	Date Entered	
DIFFERENCE			-			Invoice #	
CHECK			OK				