

## MCRI II RAC EXPENSE REIMBURSEMENT FORM 2009

MCRI II

[office use] **Completed**

Document #

Date Report Submitted:	Expenses	Currency	CAD Amount	G/L #	Tax	Cost Centre	Internal Order	Fund	Fund Centre	Alloc.	
Period & Location of Travel Halifax April 28 - May 2	Airfare	Canada		844010							
		Abroad		844010	i0					Conf09	
	Accommodation	Canada	N/A	84__020							
		Abroad		84__020	i0						
Full Name (PRINT)	Allowances:	Per diem		844030						Conf09	
	No. of km ____	Per km		84__040	i0						
Mailing Address (PRINT)	Rail/Bus	Canada		844050						Conf09	
		Abroad		844050	i0					Conf09	
	Car Rental	Canada		84__060							
		Abroad		84__060	i0						
	Meals	Canada		84__070							
		Abroad		84__070	i0						
Reason for Travel	Taxi	Canada		845000						Conf09	
MCRI II ISRN 11TH Annual Conference Halifax, Nova Scotia		Abroad		845000	i0					Conf09	
	Misc/Parking	Canada		84__080							
		Abroad		84__080	i0						
	Other (specify):		N/A								
I have read the university's regulation on reimbursement of expenses and confirm that I am in compliance.											
Claimant's Signature (above)	Sub Totals	S/T	0.00	0.00							
Signature of Approval (below)	<b>CAD TOTAL</b>			Specify Reimbursement Currency:							
	<i>Instructions: insert total amounts in each category (use back of form to calculate if needed) - total will auto add. Describe misc. items under "Notes" as needed; specific items not applicable to those categories listed can be indicated in untitled line</i>										
	Attach original receipts (include all boarding passes)					D.Huntley, Manager and Project Officer, PROGRIS, Munk Centre University and mail to: of Toronto, 1 Devonshire Place, Toronto, ON M5S 3K7					
Indicate GL# "__" as applicable: "1" =co-applicants/domestic collaborators "3" =students&PDFs "4" =international collaborators/other guests Non-Canadian currency totals should be listed under "Other Currency" - no need to provideCAD equivalent											