

Expense Report

Name: _____ **Reporting Period:** _____ **Research**

Employee ID: _____ **ORG Code:** _____

Campus: _____ **Employee Classification:** _____

INSTRUCTIONS: Keep a copy for your records. Attach all **ORIGINAL ITEMIZED RECEIPTS** to your signed expense report and forward to your supervisor for authorization. Upon approval forward to **accounts.payable@kpu.ca** for processing. When using the Other column, please specify the [Account Code](#) in the Details section.

NOTE: [For intercampus mileage see next page](#)

Expenses claimed must be in compliance with **FM5 - Business and Travel Expense Policy & Procedure**.

FINANCE USE ONLY			
INDEX	ACCOUNT	Amount Before Tax	TAX
TOTAL			

Date of Expense mm/dd/yyyy	Details (include purpose of trip, dates, and destination)	Mileage 7441		Supplies	Conference	Parking / Taxi	Other	TOTALS
		KM	x rate \$0.595/KM	7120	7443	7442		
TOTALS								

Your Signature

I certify that all expenses claimed are compliant with the Business Travel and Expense Claim Policy and Procedure, preapproval has been obtained for hospitality and entertainment expenses and travel expenses and all supporting documentation is attached to the Expense Report.

Approval Signature

Approval Printed Name

I certify that I have reviewed to ensure the expenses claimed are compliant with the Business and Travel Expense Policy and all supporting documentation is attached to the Expense Report.

Local: _____

Date: _____

Title: _____

Subtotal:

Deduct Advances:

Balance Due (*attach cheque*):

Refund Claimed:

Mileage Between Kwantlen Campuses

*Effective Rate as of October 1, 2025 is \$0.595 kilometre

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
From SURREY Campus to:					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
From CLOVERDALE Campus to:					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
From LANGLEY Campus to:					
<i>One Way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
From RICHMOND Campus to:					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
From CIVIC PLAZA Campus to:					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km

For additional intercampus mileage information refer to [FAQs](#) | [Accounts Payable](#).