



# Expense Report

Reporting Period: \_\_\_\_\_ Research

Dept. Index Code: \_\_\_\_\_ ☐ Y/N

**Employee Classification:** \_\_\_\_\_

(Select: Faculty, Staff or Admin)

**INSTRUCTIONS:** Keep a copy for your records. Attach all **ORIGINAL RECEIPTS** to your signed expense report and forward to your supervisor for authorization. Upon approval forward to Finance for processing.

**NOTE: For intercampus mileage see next page**

For policies and procedures refer to [Policy No. FM5](#)

INDEX	ACCOUNT	Amount Before Tax	TAX
	TOTAL		

Date mm/dd/yyyy	(include purpose of trip, dates, and destination)  Details	Mileage 7441		Supplies 7120	Meals 7442 or 7444	Conference 7443	General Travel 7442 (eg: Parking, Taxi)	MISC.	TOTALS
		Km	x Rate \$0.55/km						
TOTALS									

### Your Signature

I certify that all expenses incurred are related to university business, that none have been claimed from other organizations, that they comply with university or funding agency travel expense guidelines, policies and procedures as laid out in FM5, and that I personally paid for them.

**Approval Signature**

**Approval Printed Name**

**Local:**

Subtotal:

Deduct Advances:

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

Balance Due (*attach cheque*):

**Title:**

**Refund Claimed:**

## Mileage Between Kwantlen Campuses

\*Effective Rate as of August 22, 2019 is \$0.55 kilometre

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
From <b>SURREY</b> 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 <b>CLOVERDALE</b> 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 <b>LANGLEY</b> 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 <b>RICHMOND</b> 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 <b>CIVIC PLAZA</b> 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