



Expense Report

Reporting Period: _____ Research

Dept. Index Code: _____ ☐ Y/N

Employee Classification: _____
(Select: Faculty, Staff or Admin)

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 (<i>eg: Parking, Taxi</i>)	Misc. (<i>please provide Acct code</i>)	TOTALS
		Km	x Rate \$0.58/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 January 1, 2024 is \$0.58 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