KWANTLEN POLYTECHNIC UNIVERSITY		Expense Report	
Name:	Reporting Period:		Research
Employee ID:	Dept. Index Code:		Y/N
Campus:	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. In Miscellaneous section, please provide us the Account Code.

NOTE: For intercampus mileage see next page

For policies and procedures refer to Policy No. FM5

Reporting Period:				Research				
Dept. Index Code:				Y/N				
Employee Classification:								
	(Sele	ct: Faculty, S	taff or Admin)					
RECEIPTS to your signed exp	ense report	and forward to	o your supervisor for					
aneous section, please provide	us the Acco	unt Code.						
						TOTAL		
nd destination)	Milea	age 7441	Supplies	Meals	Conference	General Travel	Misc.	
	Km	x Rate \$0.58/km	7120	7442 or 7444	7443	7442 (<i>eg: Parking,</i> <i>Taxi</i>)	(please provide Acct code)	то

INDEX

Amount

Before Tax

TAX

ACCOUNT

Date	(include purpose of trip, dates, and destination)	Milea	ige 7441	Supplies	Meals	Conference	General Travel	Misc.	
mm/dd/yyyy	Details	Km	x Rate \$0.58/km	7120	7442 or 7444	7443	7442 (<i>eg: Parking,</i> <i>Taxi</i>)	(please provide Acct code)	TOTALS
									<u> </u>
									<u> </u>
	TOTALS								

Your Signature	Local:	Subtotal:	
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.		Deduct Advances:	
Approval Signature	Date:	Balance Due (attach cheque):	
Approval Printed Name	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:					
One Way	8 km	24 km	19 km	14 km	-
Return	16 km	48 km	38 km	28 km	-
From CLOVERDALE Campus to:					
One Way	17 km	37 km	7 km	-	14 km
Return	34 km	74 km	14 km	-	28 km
From LANGLEY Campus to:					
One Way	22 km	43 km	-	7 km	19 km
Return	44 km	86 km	-	14 km	38 km
From RICHMOND Campus to:					
One Way	34 km	-	43 km	37 km	24 km
Return	68 km	-	86 km	74 km	48 km
From CIVIC PLAZA Campus to:				·	-
One Way	-	34 km	22 km	17 km	8 km
Return	-	68 km	44 km	34 km	16 km