

**Department of Immunology  
Expense Reimbursement Report**

**Please return to:**  
Department of Immunology, University of Toronto  
c/o Accounting, Room 7207 Medical Science Building  
1 King's College Circle, Toronto, ON M5S 1A8  
Tel: (416) 978-8360, Fax: (416) 978-1938  
E-mail: [accounting.immunology@utoronto.ca](mailto:accounting.immunology@utoronto.ca)

|                                  |                   |
|----------------------------------|-------------------|
| <b>Last Name</b>                 | <b>First Name</b> |
| <b>Address</b>                   |                   |
| <b>Location and Description:</b> | <b>Date:</b>      |

**Original Receipts and Boarding Passes are required for the University to process Reimbursement.**

| <i>To request reimbursement in other than Canadian funds, identify the currency under Currency Type. Do not convert expenses to Canadian funds unless proof of payment in Canadian currency is provided.</i> |                        |                          |                      | <i>Office use only</i> |                 |            |             |           |
|--|------------------------|--------------------------|----------------------|------------------------|-----------------|------------|-------------|-----------|
| <b>Expense Categories</b>  | <b>CDN Currency \$</b> | <b>Other Currency \$</b> | <b>Currency Type</b> | <b>G/L</b>             | <b>Tax code</b> | <b>CFC</b> | <b>Fund</b> | <b>CC</b> |
| Airfare: Travel within Canada  |                        |                          |                      | 84__010                | ER              |            |             |           |
| Airfare: Travel to USA from Ontario  |                        |                          |                      | 84__010                | EE              |            |             |           |
| Airfare: All other Travel  |                        |                          |                      | 84__010                | E0              |            |             |           |
| Accommodations in Canada   |                        |                          |                      | 84__020                |                 |            |             |           |
| Accommodations Outside Canada  |                        |                          |                      | 84__020                | E0              |            |             |           |
| Railway/Bus in Canada  |                        |                          |                      | 84__050                |                 |            |             |           |
| Rail/Bus outside Canada  |                        |                          |                      | 84__050                | E0              |            |             |           |
| Car Rental in Canada   |                        |                          |                      | 84__060                |                 |            |             |           |
| Car Rental outside Canada  |                        |                          |                      | 84__060                | E0              |            |             |           |
| Meals in Canada  |                        |                          |                      | 84__070                |                 |            |             |           |
| Meals outside Canada   |                        |                          |                      | 84__070                | E0              |            |             |           |
| Taxi/limo in Canada  |                        |                          |                      | 845000                 |                 |            |             |           |
| Taxi/limo outside Canada   |                        |                          |                      | 845000                 | E0              |            |             |           |
| Conference Registration Fees   |                        |                          |                      | 837800                 |                 |            |             |           |
| Other Costs in Canada  |                        |                          |                      |                        |                 |            |             |           |
| Other Costs outside Canada   |                        |                          |                      |                        |                 |            |             |           |
| <b>Total</b>   |                        |                          |                      |                        |                 |            |             |           |

**Log #**

|   |   |
|---|---|
| <b>Declaration by Claimant:</b> I have read the University's regulation on reimbursement of expenses and confirm that I am in compliance. | <b>Authorized Approval (Office use)</b> |
| Print Name _____ Title _____  | Print Name _____ Title _____            |
| Signature _____   | Signature _____                         |
| Comments: _____   | Comments: _____                         |