

TRAVEL AND BUSINESS EXPENSE CLAIM INSTRUCTIONS

1. - The front and back of the form are "Page 1" and "Page 2" respectively.
 - GST should be entered from receipts for Hotel, Airfare, Automobile rentals
 - Details for Mileage/Taxi/Limo/Ferries/Parking and Meal are entered on Page 2 calculated totals are displayed on page 1.
 - GST amounts are derived from the total amounts calculated for Mileage/Taxi/Limo/Ferries/Parking and Meals and and this derived GST amount is displayed on page 1.

2. All amounts must be entered in Canadian dollars. For conversion rates go to <http://www.sfu.ca/finance/treasury/documents/index.html>

3. On Page 2 fill in the "Mileage" column with # of kilometers claimed. The spreadsheet will convert the Km into the dollar amount. For the other columns, enter the dollar amount claimed.

4. Mileage rate : 51 cents per km
 Commonly used distances: Return
- SFU (Burnaby) - Downtown 38km
 - SFU (Burnaby) - SFU (Surrey) 44km
 - SFU (Burnaby) - UBC 66km
 - SFU (Burnaby) - Van. Airport 64km

5. Per Diems
 Meals

| | | |
|--|---|---|
| <p>a) Travel within Canada</p> <p>Breakfast \$ 9.00 (Cdn)</p> <p>Lunch \$ 12.00 (Cdn)</p> <p>Dinner \$ 24.00 (Cdn)</p> <p>Total \$ 45.00/day (Cdn dollars)</p> | <p>b) Travel outside Canada</p> <p>Breakfast \$ 9.00 (U.S.)</p> <p>Lunch \$12.00 (U.S.)</p> <p>Dinner \$ 24.00 (U.S.)</p> <p>Total \$45.00/day (U.S.)</p> | <p>c) Travel Europe</p> <p>Breakfast 9.00 (Euro)</p> <p>Lunch 12.00 (Euro)</p> <p>Dinner 24.00 (Euro)</p> <p>Total 45.00/day (Euro)</p> |
|--|---|---|

These rates include tips and taxes.

| | |
|-----------------------|------------------------------|
| Hospitality Allowance | \$35.00 per night |
| Entertainment | \$50.00 per person per event |
| Gifts | Maximum of \$200.00 |

6. Travel Advances Minimum of \$250.00

7. Commonly used Account codes
- 6111 General Travel Expense
 - 6112 Field Travel
 - 6113 Accommodation Expense
 - 6133 Recruiting Expense