



Expense Report

Name: _____

Employee ID: _____

Campus: _____

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 \$0.50/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 April 1, 2008 is \$0.50 per kilometre

	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
From SURREY Campus to:				
One Way	24 km	19 km	14 km	-
Return	48 km	38 km	28 km	-
From CLOVERDALE Campus to:				
One Way	37 km	7 km	-	14 km
Return	74 km	14 km	-	28 km
From LANGLEY Campus to:				
One way	43 km	-	7 km	19 km
Return	86 km	-	14 km	38 km
From RICHMOND Campus to:				
One Way	-	43 km	37 km	24 km
Return	-	86 km	74 km	48 km