## **Expense Claim**



The personal information requested on this form is collected and protected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your expense claim and for uses consistent with this purpose. Please direct questions to the Accounts Payable, Lethbridge College, 3000 College Drive South, Lethbridge, AB T1K 1L6 (403) 320-3231

Employee/College ID S#	_ 🗌 Travel Claim	Page	 of
Name:	Advance Request/Return	Date:	 
Address:	Reimbursement		

Date	Required information: Purpose of travel, destination and description of expense	Auto Kilometres	KM calc	Other Transport	Accommodation	Meals	Other Expenses
I hereby certify that the information on this claim and in any documents attached is true, correct and complete in every respect. I authorize the College to use banking information on record in Pavroll for payment of							

: pay expense claims.

Claimant			– Total actual costs/estimate
	Signature	Print Name	
Budget Mgr.			Less: Advance
	Signature	Print Name	Amount of Claim
GL Code(s):	Amount:	Advance request @ 90% of estimate	
			<ul> <li>(CDN/US)</li> <li>NOTE: Original receipts (not credit card slips) are required for all expenses except when claiming per diem for meals. Foreign expenses also require a copy of credit card statement and international travel form. A claim made without the required receipt, certification, or form could be disallowed or could delay processing of your claim. Please staple all receipts to the back of claim. See over for official expense policy criteria.</li> <li>Any false statement of claim is subject to disciplinary action up to and including dismissal.</li> </ul>

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Please note: Any missing information may delay payment

## Travel, Meals, Expense Allowances

## Travel, Meals, Expense Allowances may be found in Appendix B

\*\*Exchange Rates - Any excess foreign exchange costs incurred on purchases for conducting College business will be reimbursed with supporting documentation. Normally, reimbursement will be made in Canadian dollars for receipts or paid invoices in foreign currencies. The conversion rate(s) will be determined by Financial Services Department in consultation with the College bank. If an employee is submitting a claim in foreign currency for which they paid on a charge card, actual exchange rates or rate differentials applied to the expenditure from the credit card company may be claimed as an adjustment on a subsequent travel claim form with the appropriate documentation.

## Procedures:

Employees must itemize all travel expenses on a College Expense Claim form, utilizing appropriate per diems or receipts as outlined in the college Travel, Meal and Hospitality Expenses and Public Disclosure Policy. Explanations, proper documentation, and authorizations must be complete before reimbursement is issued.