## Expense Claim

# Lethbridge College 

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\# | $\square$ | Travel Claim | Page | $\square$ | of |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Name: | $\square$ | $\square$ Advance Request/Return | Date: |  |  |
| Address: | $\square$ | $\square$ Reimbursement |  |  |  |


| Date | Purpose of travel, destination and description of expense | Auto <br> Kilometres | KM calc | Other <br> Transport | Accommodation <br> Other <br> Expenses |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  | 0.00 |  |  |  |  |
|  |  |  | 0.00 |  |  |  |  |
|  |  |  | 0.00 |  |  |  |  |
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|  |  |  | 0.00 |  |  |  |  |
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|  |  |  | 0.00 |  |  |  |  |
|  |  |  | 0.00 |  |  |  |  |
|  |  |  | 0.00 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | 0.00 |  |  |  |  | expense claims.



## Total actual costs/estimate

## Less: Advance

## Amount of Claim

## Advance request @ 90\% of estimate

(CDN/US)
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.
Any false statement of claim is subject to disciplinary action up to and including dismissal.

## 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.

