



Guest / Student
Travel & Business Claim Form

UofM Employees must use Concur

RN _____
other _____
reference: _____

A Claimant Information *[all information in this section is required]*

Guest Student Other <i>(explain in Section B)</i> Employee/Student ID# _____	Claimant Name: (first/middle/last)	Claim Date: mmm-dd-yy
	Home Mailing Address: <i>(claimants will be paid by cheque)</i>	
	Phone:	Email:

B Travel Information *[all information in this section is required]*

Departure Date:	Return Date:	Trip Destination:
Purpose of claim: <i>How does this relate to University business? If claiming on a Research fund, how does this relate to the research project? Is any extra context around special circumstances necessary to process this claim?</i>		
Are these all the expenses related to the trip?	Yes No	If no, what's missing?

C Research Funding Section *(required information for all research expenses)*


Claimant Relationship to Grant:	Grantee	Student researcher	Research personnel	Visiting researcher	Other:
Type of Trip:	Conference	Collaborative Trip	Field Work	Other:	

D Authorization *(please determine the signing authorities based on the FOAPs used on page 2. These signatures should be obtained as the last part of completing this form.)*

I hereby certify that this is a correct statement of expenses which were incurred on University business and that all actual or anticipated payments or reimbursements from others have been incorporated (in compliance with UofM Travel and Business Expense procedures).

Claimant's Signature		Date:
Signing Authority 1	(please print)	Signature
Signing Authority 2	(please print)	Signature
Signing Authority 3	(please print)	Signature
Signing Authority 4	(please print)	Signature
Department Contact	Name:	Phone/Email:

E Summary of Expenses

Date: 	Expense Description: <i>Indicate exchange rate used if applicable</i>	Amount Paid	Currency Paid in	Amount Requested	Req'd Currency
Total Expenses:					

F Payment Summary – To be completed by University Department

F	O	A	P	<u>Amount</u>	<u>Currency</u>	<u>General Ledger Amount (in CAD)</u>
Total:						

Note: the total in Section F must match the total in Section E.