



## Expense Report

**Name:** \_\_\_\_\_ **Reporting Period:** \_\_\_\_\_ Research  Y/N  
**Employee ID:** \_\_\_\_\_ **Dept. Index Code:** \_\_\_\_\_  
**Campus:** \_\_\_\_\_ **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. In Miscellaneous section, please provide us the Account Code.

**NOTE:** For intercampus mileage see next page

For policies and procedures refer to [Policy No. FM5](#)

INDEX	ACCOUNT	Amount Before Tax	TAX
<b>TOTAL</b>			

Date mm/dd/yyyy	(include purpose of trip, dates, and destination) <b>Details</b>	Mileage 7441		Supplies 7120	Meals 7442 or 7444	Conference 7443	General Travel 7442 (eg: Parking, Taxi)	Misc. (please provide Acct code)	TOTALS
		Km	x Rate \$0.565/km						
<b>TOTALS</b>									

**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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Subtotal:	
Deduct Advances:	
Balance Due (attach cheque):	
<b>Refund Claimed:</b>	

### Mileage Between Kwantlen Campuses

\*Effective Rate as of April 1, 2024 is \$0.565 kilometre

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
<b>From SURREY Campus to:</b>					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
<b>From CLOVERDALE Campus to:</b>					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
<b>From LANGLEY Campus to:</b>					
<i>One Way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
<b>From RICHMOND Campus to:</b>					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
<b>From CIVIC PLAZA Campus to:</b>					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km