



# Expense Report

## FINANCE USE ONLY

**Name:** \_\_\_\_\_ **Reporting Period:** \_\_\_\_\_ **Research**

**Employee ID:** \_\_\_\_\_ **ORG Code:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Employee Classification:** \_\_\_\_\_

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

**INSTRUCTIONS:** Keep a copy for your records. Attach all **ORIGINAL ITEMIZED RECEIPTS** to your signed expense report and forward to your supervisor for authorization. Upon approval forward to [accounts.payable@kpu.ca](mailto:accounts.payable@kpu.ca) for processing. When using the Other column, please specify the **Account Code** in the Details section.

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

Expenses claimed must be in compliance with **FM5 - Business and Travel Expense Policy & Procedure**.

Date of Expense mm/dd/yyyy	Details (include purpose of trip, dates, and destination)	Mileage 7441		Supplies 7120	Conference 7443	Parking / Taxi 7442	Other	TOTALS
		KM	x rate \$0.575/KM					
<b>TOTALS</b>								

**Your Signature** \_\_\_\_\_  
 I certify that all expenses claimed are compliant with the Business Travel and Expense Claim Policy and Procedure, preapproval has been obtained for hospitality and entertainment expenses and travel expenses and all supporting documentation is attached to the Expense Report.

**Approval Signature** \_\_\_\_\_

**Approval Printed Name** \_\_\_\_\_

I certify that I have reviewed to ensure the expenses claimed are compliant with the Business and Travel Expense Policy and all supporting documentation is attached to the Expense Report.

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

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

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

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

### Mileage Between Kwantlen Campuses

\*Effective Rate as of October 1, 2024 is \$0.575 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

For additional intercampus mileage information refer to [FAQs | Accounts Payable](#).