

Queen's University Faculty Association Expense Claim

Date:

Name:

Address:

Event:

Date(s) of Travel:

Destination:

Trip Expenses submitted for reimbursement

*Transportation	\$
*Hotel	\$
*Taxi	\$
*Parking	\$
Per Diem	\$
Total	\$

***Receipt required**

Per Diem: Breakfast \$19, Lunch \$19, Dinner \$48, Sundry \$17 = Potential Total per day \$103

Please note that we will not refund any expense(s) where a receipt(s) is missing.

Date Submitted:

Signature of Traveler _____