

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 is \$24.90, Lunch is \$25.20, Dinner is \$61.85, and Incidentals are \$17.30, for a potential total per day of \$129.25. Mileage is \$0.59/km. Please note that we will not refund any expense(s) where a receipt(s) is missing. Date Submitted:

Signature of Traveler _____