

Employee Travel Expense Reimbursement Worksheet

PROCUREMENT AND CONTRACT MANAGEMENT



① PURPOSE OF THIS FORM Complete this worksheet to provide your delegated data entry person with the information needed to submit your travel expense claim in PeopleSoft. This form is for travel-related expenses only.

1 TRIP AND CLAIMANT INFORMATION



Claimant name

Employee ID

Business purpose

Destination (city/country)

Date departed (YYYY-MM-DD)



Date returned



2 RESEARCH-RELATED TRAVEL (IF APPLICABLE)



Is your travel research related?

☐ Yes☐ No

Supporting details

Project ID

Claimant's affiliation

3 TRAVEL ADVANCE (IF APPLICABLE)



Travel advance ID

Amount (CAD)

4 EXPENSE DETAILS

Complete the expanded expense table on the following page.

4

EXPENSE DETAILS

Enter each expense on a separate line. All fields use fixed 10-point text and do not scroll.

Speed code	Expense date	Expense type	Receipt amount	Currency	No GST	GST amount	Non-reimb.	Description	No receipt
					☐		☐		☐
					☐		☐		☐
					☐		☐		☐
					☐		☐		☐
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					☐		☐		☐

NOTES

The actual reimbursement total appears on the online PeopleSoft claim. Claimants must approve their online claims. For missing receipts, reach out to the service providers and attempt to obtain the receipt(s). If you are unsuccessful, provide clear, attached justification for not providing a receipt.

5 SUPPORTING DOCUMENTS AND FINAL CHECKLIST

- | | |
|---|--|
| ☐ Personal address and banking information current in BearTracks | ☐ Verify speedcode(s) are correct |
| ☐ Research supporting details provided, if applicable | ☐ Relevant detailed information provided in description field |
| ☐ Travel advance applied to the claim, if applicable | ☐ Mark non-reimbursable prepaid expenses (TAP/HAP etc.) |
| ☐ Original receipts and other required supporting documents attached | ☐ Currency is identified |

6 PROTECTION OF PRIVACY

Personal information provided is collected in accordance with section 4(c) of Alberta's Protection of Privacy Act (POPA), will be protected in accordance with section 10, and used and disclosed in accordance with sections 12 and 13. It will be used and disclosed for administering employee travel expense reimbursement and related financial processes. The University of Alberta uses automated systems to generate content and to make decisions, recommendations and predictions; personal information collected may be included in these systems. Questions about this collection may be directed to Finance, Procurement and Planning · Procurement and Contract Management at procure@ualberta.ca.