

Travel and Expenses Journal Entry Request

Use of the T&EJE form

1. To request a speed code correction to transactions on an approved Travel or Expense claim.
2. Adjustments between operating funds are greater than \$250 per line; or any value on research funds.
3. Expense type (account code), GST amount and GST code on original report cannot be modified or adjusted.

Employee ID	Claimant Name	Original Travel/Expense Report ID	New Journal Report ID

Adjust all transactions from the original speed code on the incorrect Travel or Expense claim to the new speed code below.
Adjust the speed codes for the specified expenses indicated below.

New Speed Code	Expense Type (Description)	Total Expense Amount
Total Debits		

Provide a Reason for the Adjustment

Approvals	Printed Name	Signature	Date
Prepared By			
Budget Owner			