

Claim for Travel Expense Reimbursements

Attach original receipts

Date

Name / Employee Number

Chartfield Number

Phone

Email

Mailing Address (If not a McMaster Employee)

Travel Dates / Location

Reason for Trip

Grantee / Student / Visitor/ Other

Claimants Supervisor

DATE	DESCRIPTION	MISC.	REG.	PER DIEM	AIR FARE	HOTEL	CAR RENTAL	TAXIS	TOLLS & FERRIES	CAR MILEAGE	TOTAL
TOTAL CHARGED											

Reimbursements will be processed only on duly authorized travel claims in accordance to the University policy on Reimbursement, which can be found at: financial-affairs.mcmaster.ca/service

Signature of Claimant