

# APPENDIX 5 - MSVUFA Policy on Allowable Travel Expenses

## MOUNT SAINT VINCENT UNIVERSITY FACULTY ASSOCIATION POST-TRAVEL EXPENSE CLAIM

(Revised July 2020)

Name \_\_\_\_\_  
 Purpose of travel \_\_\_\_\_  
 Place of conference/meeting \_\_\_\_\_  
 Conference/meeting organizers \_\_\_\_\_  
 Date of conference/meeting \_\_\_\_\_

EXPENSES	S	M	T	W	T	F	S	TOTAL
Air, bus, train								
Taxis								
Parking								
Hotel								
Breakfast - \$20.65/day								
Lunch - \$20.90/day								
Dinner - \$51.25/day								
Incidentals - \$17.30/day								
Auto expense - \$0.58								
Registration fees								
Other (please specify)								

GRAND TOTAL	
LESS ADVANCE	
AMOUNT DUE	

CHEQUE ISSUED	Date:	Cheque #:	Amount:
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Payment authorized by: \_\_\_\_\_

**See notes attached**