

APPENDIX 5 - MSVUFA Policy on Allowable Travel Expenses

MOUNT SAINT VINCENT UNIVERSITY FACULTY ASSOCIATION POST-TRAVEL EXPENSE CLAIM

(Revised September, 2022)

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 - \$23.60/day								
Lunch - \$23.90/day								
Dinner - \$58.60/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