APPENDIX 5 - MSVUFA Policy on Allowable Travel Expenses

MOUNT SAINT VINCENT UNIVERSITY FACULTY ASSOCIATION POST-TRAVEL EXPENSE CLAIM
(Revised August, 2025)

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 - $29.50/day								
Lunch - $30.05/day								
Dinner - $61.70/day								
Incidentals - $17.30/day								
Mileage - $0.625/km								
Registration fees								
Other (please specify)								

GRAND TOTAL	
LESS ADVANCE	
AMOUNT DUE	

CHEQUE ISSUED	Date:	Cheque #:	Amount:

Payment authorized by:

See notes attached