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EXPENSE CLAIM	UHN Michener Institute of Education			Payable To:			() Clinical co-ordinator, Advisory, Other				
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INSTRUCTIONS: Sub-total \$ (1) Hotel/Accommodation (2) Air/Trains/Bus/Taxi (3) Car Rental (4) Mileage (5) Meals Sub-total \$ (6) Parking (7) Conference (8) Books (9) Other Less Cash Advance \$ (b) Description/Event/Project/Location - enter a description that explains the purpose of transaction. Please specify a program or project if relevant. I certify that the expenses listed above are for business purposes and meet the Broader Public Sector (BPS) Guidelines. For Details, please refer to our Expense Policy. (c) The use of personal vehicles driven on authorized business travel is reimbursed at \$ 0.59 per kilometre for the first 5,000 km, and \$0.53 per kilometre thereafter - Mileage rates are subject to change as mandated by the Canada Revenue Agency. A copy of Google directions clearly noting the mileage must be attached. Requested by: Requested by: (d) Original detailed receipts must be attached, in the order listed on this form. Credit card copy is useful, however, it is not sufficient to validate a claim. Approved by:	6										
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(h) Professional Development reimbursement must be approved by HR Department.	-						(Dept#) - (G/L Account#) - (Project/Course#)				
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