

Research Travel Authorization Form

Travel expense charged to: <input type="checkbox"/> Research Grant <input type="checkbox"/> Other Cost Centres		
Name of principal investigator (PI) or grantee	Cost centre(s)	Estimated amount \$ \$
Name of traveler (if other than PI or grantee):		
Traveler's institution:		
Traveler's affiliation to PI or grantee:		
Dates of travel:	From:	To:
Purpose of trip (check all that apply): <input type="checkbox"/> Conference <input type="checkbox"/> Field trip <input type="checkbox"/> Consultation <input type="checkbox"/> Other <i>Provide comments and/or materials that justify and support the travel relationship to the award, i.e. conference registration, documents or program and event dates, field trip or activity details and dates, consultation, name(s), organization(s) and visit date(s).</i>		
Signature of traveler (if other than PI/grantee)		Date (dd/mm/yyyy)
I certify that all expenditures are for the purposes for which the grant was awarded and that charges will not be claimed from other organizations. Reimbursements for expenses claimed and received from other organizations will be disclosed and remitted to the University. I will be responsible for costs resulting up to the estimated amount claimed.		
Signature PI or grantee		Date (dd/mm/yyyy)
I attest to the relevance of the travel to the cost centre(s) charged.		
Signature of Chair (Dean if Chair is traveller)		Date (dd/mm/yyyy)

Additional signatures for Travel Advances – if the actual activities differ from the proposed activities, a revised Travel Authorization Form must be submitted with the claim when the account is reconciled.

Expense Reimbursement Authorization Form

For iExpense reimbursement or post-travel expense claims:

Description of expenses	Total reimbursable amount in CDN\$
	Cost centre(s)
Signature PI or grantee	Date (dd/mm/yyyy)
Expense authorized by Chair (Dean for Chair's expenses)	Date (dd/mm/yyyy)

Additional signatures for Travel Advances – if the actual activities differ from the proposed activities, a revised Travel Authorization Form must be submitted with the claim when the account is reconciled.