

Travel reimbursement form
REMINDER : you must provide the ORIGINAL receipts
Click IN the grey boxes below to fill out this form

First name:	Family name:
-------------	--------------

If you claimed expenses in the past, your coordinates are not required, unless there are modifications to do.

Address:	City:	
Postal code:	Prov. :	Country:
Telephone:	Email:	
Preferred currency for reimbursement (other than CAD):		

Title of the activity:	
Describe your participation:	
Dates of the activity:	
Departure date:	Time of departure (from home):
Return date:	Return time (at home):

DO NOT MAKE CURRENCY CONVERSION (put the amount on the receipts)
Transportation

Personal car (indicate the round trip km):	
Note: Provide gas receipt. Fixed rate of 126\$ for Québec/Montréal round trip.	
City of departure:	
Gas (for rented car): \$	Train: \$
Car rental: \$	ALWAYS choose cheapest option (ECONOMY category)
Parking: \$	Bus: \$
Plane ticket (invoice + boarding passes): \$	Taxi: \$
ALWAYS choose cheapest option (ECONOMY category)	
Public transportation: \$	
Describe:	

Accommodation

Hotel: \$	Other: \$
Only the room rate is reimbursed. Do not include additional billing (meals, film, etc.)	Describe:

Meals allowance – indicate the dates of the meals you paid during your stay (no receipts are needed)

Breakfast:
Lunch:
Dinner:
If some meals were included in the activity, please indicate which one and the date:
No reimbursement for alcoholic beverages.

Other expenses:

If you have any questions, don't hesitate to contact :

Louise Joannette 418-656-2131, poste 6687

Recherche@pol.ulaval.ca