

## Receipts Summary for TorontoMet Graduate Student Travel Fund

**Advance Payment Option:** Final paid receipts for registration, travel and accommodations<sup>1</sup>, this form, application with requested supporting documentation are required to process advance payment.

**CONVERT FOREIGN TRANSACTIONS TO CANADIAN FUNDS.** Please scan original, final paid receipts and attach. PDF, Word, Excel, image files only (jpg, tiff). Compressed, ZIP, EML or any other file formats will not be accepted.

|                        |                                                                                                                    |             |
|------------------------|--------------------------------------------------------------------------------------------------------------------|-------------|
| Name:                  |                                                                                                                    | Student ID: |
| TMU E-mail address:    |                                                                                                                    |             |
| Date (d/m/y):          | Details:                                                                                                           | \$ AMOUNT   |
|                        | Conference registration, conference fees - proof of payment required                                               | \$          |
|                        | Travel (flight, train, bus, automobile fuel only <sup>2</sup> , etc.) – receipts required                          | \$          |
|                        | Accommodations – receipts required or reservation with estimated cost <sup>1</sup>                                 | \$          |
|                        | Poster printing – receipts required (if applicable)                                                                | \$          |
|                        |                                                                                                                    |             |
|                        | Transportation (parking, public transit, taxi, Uber, etc.) – do not submit receipts <sup>3</sup> , summarize total | \$          |
|                        | Food (no alcohol) – do not submit receipts <sup>3</sup> , summarize total                                          | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
|                        |                                                                                                                    | \$          |
| TOTAL (CANADIAN FUNDS) |                                                                                                                    | \$          |

**Student's signature:** ..... **Date:** .....

**PLEASE ENSURE YOUR MAILING ADDRESS ON MyServiceHub IS CURRENT AND CORRECT.**

**Payment for the Travel Fund is refunded by cheque and mailed automatically upon approval.**

<sup>1</sup>Accommodations reservation with estimated cost is also acceptable.

<sup>2</sup>If travelling by car either rental or personal, the travel fund cannot be used to claim mileage, only fuel consumption.

<sup>3</sup>Receipts must be made available upon request for verification and audit purposes.