

Receipts Summary for TorontoMet Graduate Student Travel Fund

Advance Payment Option: Final paid receipts for registration, travel and accommodations¹, 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 ² , etc.) – receipts required	\$
	Accommodations – receipts required or reservation with estimated cost ¹	\$
	Poster printing – receipts required (if applicable)	\$
	Transportation (parking, public transit, taxi, Uber, etc.) – do not submit receipts ³ , summarize total	\$
	Food (no alcohol) – do not submit receipts ³ , 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.

¹Accommodations reservation with estimated cost is also acceptable.

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

³Receipts must be made available upon request for verification and audit purposes.