

Employee Expense Claim – Instructions

Travel for All Locations

(Paper-based Format)

General Information

All Ministries in the OPS are mandated to use the iExpense system in IFIS for reimbursement of travel and related expenses. However, in instances when the above system cannot be used, you may either use the accessible PDF or this paper-based format. Form 7540-1032 replaces all ministry specific versions designed for travel related expense reimbursement. For up to date information, please refer to the [Travel, Meal and Hospitality Directive](#) for more details.

Note: Your Controller's signature is required for paper-based form.

Need more forms? Go to MyOPS > Business Services > Administrative Services > Forms Management Services (E-Forms) > CFR Intranet – search for 7540-1032 or Employee Expense Claim. You can also search for other non-OPS form for 7540-1060 or Statement of General Expenses for Non-OPS Employees.

Form Type	Group	
OPS Employee Expense Claim This form is for bargaining unit groups	ALOC AMAPCEO OCA OPPA OPSEU Other	
Disclosable OPS Employee Expense Claim This form is to be used by senior executives whose expenses are subject to public disclosure.	Archivist of Ontario Assistant Deputy Attorney General Assistant Deputy Minister Associate Chief Medical Officer of Health Associate Deputy Minister Chief Coroner Chief Diversity Officer Chief Forensic Pathologist Chief Information Officer Chief Internal Auditor Chief Legislative Counsel Chief Medical Officer of Health Commissioner – Community Safety	Corporate Chief Corporate Chief I&IT Officer Deputy Attorney General Deputy Chief Coroner Deputy Chief Coroner for Ontario Deputy Minister Executive Director (OPS Ministry) Executive Lead (OPS Ministry) Fire Marshal of Ontario Provincial Controller Secretary of the Cabinet Senior Strategic US Advisor Other
Disclosable Non-OPS Employee Expense Claim	Agency – Alcohol and Gaming Commission of Ontario (AGCO) Agency – Ontario Federation of Agriculture (OFA) Agency – Ontario Human Right Commission (OHRC)	
Non-OPS Employee Expense Claim	Individuals with an "8" series WIN ID (e.g., 8xxxxx)	

Travel

Only the most economical and practical arrangements are reimbursed (e.g., air fare in lieu of kilometre), unless other means are necessary or as reasonable, and are evident or explained on claim, such as urgency, more than one employee are travelling together, multiple localities, taxi because of baggage, or automobile and parking instead of public transit to the airport. Other Travel: Includes airfare, bus, train fare, local public transit, taxi, parking, car rental. If airfare is not economy, explain rationale. Air travel must be booked through Ministry/OPS authorized travel agents, where appropriate.

Rates: As of August 2005 (Note: Rates subject to change – please check the [Travel, Meal and Hospitality Directive](#) for details). For all kilometres travelled, please round up or down, i.e., 16.2 = 16km, 45.5 = 46km, etc.

KILOMETERS		
Total Kilometres Driven per Fiscal Year	Southern Ontario (\$ per kilometre)	Northern Ontario (\$ per kilometre)
0 – 4,000 km	\$0.40	\$0.41
4,001 – 10,700 km	\$0.35	\$0.36
10,701 – 24,000 km	\$0.29	\$0.30
More than 24,000 km	\$0.24	\$0.25

MEALS	
Meal Type	Meal Reimbursement Rates within Canada
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

lexpense It User Manual

Kathleen Armour



Iexpense It User Manual:

Reviewing **Iexpense It User Manual**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Iexpense It User Manual**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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