



**Purpose:** This form is used to request a speed code correction for transactions on an approved Travel or Expense claim, or Credit Card Statement report.

**Instructions:**

1. Adjustments between operating funds must be greater than \$250 per line, or any value on research funds.
2. Expense type (GL account code), GST amount or GST code on original report cannot be modified or adjusted.
3. To adjust the expense line + total GST amount from the original report (do not enter figures from GL lines or eTRAC reports).
4. Ensure the new speed code and all original report projects/speed codes are active. Entry cannot be processed for inactive speed codes
5. To submit the form, save as PDF, **attach a copy of the original report**, and submit to the [Staff Service Centre](#) using Journal Entry Request (Credit Card or Travel & Expense).

**What type of report are you adjusting?**

**Provide a reason for the adjustment:**

**Select all that apply:** (if you have more expenses than lines below, please use another sheet but total the adjustment on one document.)

Adjust all transactions from the original speed code to the new speed code below.

Adjust the speed codes for the specified expenses indicated below.

Adjust a partial expense line amount. Note: GST is automatically calculated in adjustment if applicable, do not exclude GST.

Employee ID	Claimant Name	Original Report ID	New Journal Report ID

Speed Codes		Expense Type		Total Expense Amount (incl. GST)
Original	New	Original GL Account	Description	Original Report Line Amount

**Total debits:**

**Prepared By:**

Printed Name

Signature

Date

**Department Authorization:** To be reviewed and approved by the Budget Owner

Budget Owner Printed Name

Budget Owner Signature

Date