

Financial Services
900 McGill Road, Kamloops BC V2C 0C8
Tel (250)828-5000 Fax (250)371-5601

Vendor # _____

Travel
Destination: **INTERNATIONAL TRAVEL**

**Travel Advance Request or
Expense Claim Form**
(Circle one)

Name: _____
Department: _____
Campus address: _____
Contact phone: _____

Date of Request: _____
Purpose: _____
Destination: _____
Departure Date: _____
Return Date: _____

Delivery method: _____ Home _____ Hold for pick up at Campus Cashier
(By default cheque will be mailed to campus address. Please select **ONLY** if alternate delivery method required.)

		TOTAL EXPENSE (including HST)
Travel Advance Requested:		\$ _____
Daily Meal Allowance:		
Full day	_____ days	x \$70.00 U.S.
Breakfast	_____ days	x \$15.00 U.S.
Lunch	_____ days	x \$20.00 U.S.
Dinner	_____ days	x \$35.00 U.S.
Incidentals	_____ days	x \$10.00 U.S.
Daily Accommodation:		
with Relatives:	_____ days	x \$40.00 U.S.
Hotel Accommodation:	_____ nights	
Travel by:	Pavement: _____	kilometres x 50¢ U.S.
	Pavement: _____	fixed rate
	Air: _____	
(Please note that TRU does NOT pay for travel insurance)		
Other Travel Expenses:		
Vehicle Rental:	_____	
Fuel Expense:	_____	
Conference/Registration Fees:	_____	
Other Transportation (parking, taxi, bus, ferry, etc.)	_____	

Account Code:	Fund	Org	Acct	Program	Activity	Location
			750010	999999		
			75X210	999999		
			75X310	999999		
			75X010	999999		
			75X110	999999		
			75X012	999999		
			75X013	999999		
			75X410	999999		
			75X411	999999		

Other Travel Expenses:

Other: (please specify)

_____	_____
_____	_____
_____	_____

TOTAL EXPENSE
(including HST)

Less Advance (as per attached form) ()

Account Code:	Fund	Org	Acct	Program	Activity	Location
			750010	999999		

To enable efficient operations, a difference of \$2.00
or less will not normally be charged nor refunded

\$ _____	\$ _____
Reimbursement Attached	Refund Requested

Claimant: _____

Note: Please do not forward cash through the interdepartmental mail.
This form requires appropriate one-up approval as determined by TRU spending authority policy.
VP (or AVP TRU World) approval needed for out of Canada travel ONLY.

APPROVAL			FINANCE USE ONLY	
			Reviewed: _____ Invoice # _____	
Signature	Name	Title		
Signature	Name	Title		
Signature	Name	Title		