

# TRAVEL ADVANCE REQUEST

Name: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

**Proposed Budget:**

	US \$	Approx Exch Rate	Cdn \$
Registration/Conference Fee			
Transportation (economy)			
Accommodation			
Car Rental and/or Mileage (48¢/km)			
Per Diem (\$50/day)			
Misc - taxis, gratuities, etc (\$10/day)			
<b>Total in Cdn Funds:</b>			
<b>80% Advance to Traveler:</b>			

Comments regarding other sources of funding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*By signing this form I agree to submit detailed original receipts for my expenses as outlined above within 30 days of returning from travel.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date