



**TRAVEL ADVANCE REQUEST FORM & PROCEDURES**

**PROCEDURES**

1. Please complete sections 1-3 and submit your request to a Finance Specialist in Room 258 for processing.
2. Travel Advance Requests can be made no more than ten (10) business days prior to the start of the trip.
3. All requests require a breakdown of expected expenses.
4. A traveler cannot have more than one travel advance outstanding.
5. A travel advance can be made out for one trip only and must be settled (cleared) within 30 days after the end of the trip.

**SECTION 1: Travel Information**

Travel Dates:	
Speedchart or PG to be charged:	
Purpose of Trip:	

**SECTION 2: Breakdown of Travel Expenses**

(all estimated costs must be in Canadian dollars)

Flight / Airline	\$
Hotel / Accommodations	\$
Meals (\$50.50 per diem per day)	\$
Taxis: <ul style="list-style-type: none"> <li>• Home to Airport (return) \$50 x 2</li> <li>• Airport to Hotel (return) \$50 x 2</li> </ul>	\$
Other Ground Transportation (car rental, public transit, train, parking, etc.)	\$
Other Expenses	\$
<b>TOTAL</b>	<b>\$</b>

**SECTION 3: Authorization**

\_\_\_\_\_  
 Name of Traveler (please print)

\_\_\_\_\_  
 Signature of Traveler

\_\_\_\_\_  
 Name of PG Manager (please print)

\_\_\_\_\_  
 Signature of PG Manager