



# PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

## TRAVEL ADVANCE - REQUEST

### Procedures:

1. Please complete sections 1-3 and submit your request to the Finance Assistants in room LMRS 113 for processing.
2. Travel Advance Requests must be made 14 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:	
Primary WorkTag to charge the expenses:	
Purpose of Trip	

### Section 2: Breakdown of travel expenses:

Flight/Airline:	
Hotel/Accommodation (est. \$200 per night):	
Meals (per diem \$60.00 per day):	
Taxi: 1. Home to Airport (return) \$ 2. Airport to Hotel (return) \$	
Other ground transportation (estimate \$40.00/day for taxis, car rental etc)	
<b>TOTAL</b>	

### Section 3: Authorization:

\_\_\_\_\_  
*Requested by (print name)*

\_\_\_\_\_  
*Signature*