

THE UNIVERSITY OF BRITISH COLUMBIA

TRAVEL ADVANCE - REQUEST

Procedures:

- 1. Please complete sections 1-3 and submit your request to Allard Finance Assistants (lawfinance@allard.ubc.ca)
- 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 \$80.00 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) | |
| TOTAL | |

Section 3: Authorization:

Requested by (print name)

Signature