



IMPROVE LIFE.

TRAVEL ADVANCE- COVID 19 Refunds and Vouchers

Advance Reference #
0 - 0740 B
DO NOT TYPE IN THIS BOX

It is Claimant and Department responsibility to report and track the Travel Voucher from the Vendor due to the trip cancellation related to COVID-19. CLEARING YOUR ADVANCE: An expense claim must be submitted to clear your advance **WITHIN 30 DAYS OF THE EXPECTED VOUCHER EXPIRY DATE / TERMINATION DATE.** Log in to the Expense Claim System (ECS) and enter your expense claim. Select this advance to apply to the balance. Email ecs@uoguelph.ca if you have any questions or require assistance completing your Expense claim.

Employee Name

9-digit Employee Number

Department Name

DATE WILL AUTOFILL - DO NOT TYPE IN THIS BOX

PLEASE ALLOW 7 BUSINESS DAYS FOR PROCESSING

Travel Voucher Expiry Date /

Advance Termination Date:

Travel Voucher - Vendor Name:

Travel Voucher - Amount in CAD:

Travel Voucher - Original Expense
Claim # and rationale:

Default account code where any remaining
voucher amount will be charged upon
expiry:

Copy of Travel Voucher attached:

Tri-Council

Check (left click box) if this is a Tri-Council related travel voucher (NSERC/SSHRC/CIHR/CRC/NCE)

I ACKNOWLEDGE THIS ADVANCE MUST BE CLEARED WITHIN 30 DAYS OF THE EXPECTED EXPIRY END / TERMINATION DATE:

Employee's Signature:	Print Employee's Name Above	<i>I hereby certify that I have read the University's Travel Policy and agree to abide by this policy.</i>
Chair / Supervisor's Signature:	Print Chair/Supervisor's Name and Title Above	
Dean / Director's Signature:	Print Dean/Director's Name and Title Above	
DEAN / DIRECTOR APPROVAL REQUIRED		

Completed by:	<input type="text"/>
Contact Phone #:	<input type="text"/>

Submitting Advance: Once completed, email ecs@uoguelph.ca.
To ensure the advance is issued on time, please allow at least 7 business days for processing.

FOR INTERNAL USE ONLY:

S/N: _____

Authorization - ECS, Payment Services: _____

EFT: (Y/N) _____

O/S ADV: (Y/N) _____

Authorization - Manager, Payment Services: _____