

SCHOOL OF ENVIRONMENTAL SCIENCES
REQUEST FOR PERMISSION TO TRAVEL and/or DETAILED EXPENSE REPORT

Requested by (name) _____ ext. _____ Travel To _____

Employee # _____ Purpose of Trip _____

During the Period _____

Transportation: Train ___ Plane ___ Bus ___ Private/Rental Car ___ Univ. Vehicle ___

Additional Personnel on Trip _____

Chargeable to: Fund Source (name & number) _____ TriCouncil _____

Department (extension, teaching, etc.) _____

ADVANCE REQUIRED in the amount of \$ _____ Date Required _____

Total Estimated Expenses _____ (75% of this amount max for advance)
 (including all transportation, etc charged direct to the University)

DETAILED EXPENSE REPORT								
** Original Receipts or Lost Receipt Form Required								
Date (dd/mm/yyyy)	Details of Trip	Distance	Meals **	Train Plane Bus**	Accom **	Other Expenses **	Daily Totals	Charged Direct to University

Total km		X \$0.48/km	
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Subtotals							
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Total For Trip		
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Office Use Only		
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Authorized by _____

SUBMIT COMPLETED FORM WITH RECEIPTS to J. Scarrow (Bovey 1107) or R. Griffith (ALEX 261)