

Staff ID# _____

(Mandatory field)

Name: _____
 Department: _____
 Campus Address: _____
 Phone Number: _____

Request Date: _____
 Destination: _____
 Trip Purpose: _____
 Travel Dates: _____

(Include day, month, year)

By default, the reimbursement will be paid by direct deposit to your bank account on file

****If attending conferences or meetings, please attach a copy of the itinerary****

Use Bank of Canada exchange rate as of the first day of your trip or evidenced rate charged (provide a receipt)

<http://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup>

ENTER EXCHANGE RATE INTO THIS BOX:

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			EXPENSES	P-CARD paid	Total Trip	Fund	Org	Acct	Program	Activity
Per Diem (exclude meals provided)										
Full Day	-	days @ \$ 70.00 us	\$ - CDN		\$ - CDN			753210	999999	
Breakfast	-	days @ \$ 15.00 us	\$ - CDN		\$ - CDN			753210	999999	
Lunch	-	days @ \$ 20.00 us	\$ - CDN		\$ - CDN			753210	999999	
Dinner	-	days @ \$ 35.00 us	\$ - CDN		\$ - CDN			753210	999999	
Incidentals	-	days @ \$ 10.00 us	\$ - CDN		\$ - CDN			753210	999999	
Sub-total			\$ - CDN		\$ - CDN					
Accommodation										
Hotel		_____ nights \$	\$ - CDN	\$ - CDN	\$ - CDN			753310	999999	
Private	-	_____ nights @ \$ 40.00 us	\$ - CDN		\$ - CDN			753310	999999	
Sub-total			\$ - CDN	\$ - CDN	\$ - CDN					
Travel										
Mileage	-	_____ kms. @ \$ 0.50 US	\$ - CDN		\$ - CDN			753010	999999	
Mileage (Flat rate)		_____ CDN	\$ - CDN		\$ - CDN			753010	999999	
Air		_____ CDN	\$ - CDN	\$ - CDN	\$ - CDN			753110	999999	
Sub-total			\$ - CDN	\$ - CDN	\$ - CDN					
TRU does NOT pay for Cancellation Insurance										
Other Travel Expenses										
Vehicle Rental			\$ - CDN	\$ - CDN	\$ - CDN			753012	999999	
Fuel Expense			\$ - CDN	\$ - CDN	\$ - CDN			753013	999999	
Conference/Registration Fees			\$ - CDN	\$ - CDN	\$ - CDN			753410	999999	
Other Transportation (ie. parking, taxi, toll, ferry)			\$ - CDN	\$ - CDN	\$ - CDN			753411	999999	
Sub-total			\$ - CDN	\$ - CDN	\$ - CDN					

Other Travel Expenses (Please specify)

EXPENSES	P-CARD	Total Trip
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> CDN	\$ <input type="text"/> CDN	\$ <input type="text"/> - CDN
\$ <input type="text"/> - CDN	\$ <input type="text"/> - CDN	\$ <input type="text"/> - CDN

Fund	Org	Acct	Program	Activity
			999999	
			999999	
			999999	
			999999	
			999999	
			999999	
			999999	
			999999	
			999999	
			999999	

Sub-total \$ - CDN

TOTALS: \$ - CDN

Less Advance: (enter as a negative) \$ - CDN

Reimbursement or (Repayment to TRU) \$ - CDN

add: previously reimbursed -
Total Trip Cost \$ -

Please enter the amount that has been already reimbursed (i.e. air travel, conference registration)

* ± \$2.00 will not be charged nor reimbursed)
 *Do NOT forward cash through mail

 Signature of Claimant

Note: This form requires appropriate one-up approval as determined by TRU spending authority policy

Include a copy of your International travel pre-authorization form

APPROVAL				FINANCE USE ONLY	
Print Name	Title	Signature	Date	Reviewed by:	_____
Print Name	Title	Signature	Date	Invoice #:	_____

****Please ensure all receipts and proof of payment are attached as required by TRU Travel Policies****

** Ensure all amounts are converted to Canadian using either the actual conversion per a credit card statement or the Bank of Canada rate on the first day of the trip (provide a screen shot of the Bank of Canada rate <http://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/>)**