

BRANDON UNIVERSITY - TRAVEL ADVANCE FORM

NAME: _____

POSITION & DEPARTMENT _____

TRAVEL APPROVAL

Description of planned travel including dates, location, mode of transportation, etc.

Purpose of travel (attach announcements, invitations, agenda etc. as applicable):

Estimated cost of travel (attach details as appropriate): _____

Proposed funding of travel (specific budget centre & coding as applicable): _____

TRAVEL ADVANCE

AMOUNT REQUESTED (normal minimum, \$250): _____

Please allow a minimum of 2 weeks for payment to be processed.

NOTE: Travel advances are accountable and must ultimately be supported by an expense claim. "The claim should normally be made and the form filed either at the first opportunity following the event giving rise to the claim or at the end of that month ... If no such claim is submitted within ninety (90) days of the cash advance, it will be considered as a salary advance." [Travel and Expense Claims Policy and Guidelines]

Understanding, and respecting the University's Travel and Expense Claims Policy and Guidelines, I hereby authorize Brandon University to deduct all or any portion of this travel advance outstanding more than ninety (90) days from the date of the advance, from any salary due to me after that date and until the said travel advance is re-paid in full.

Applicant: _____
Signature **Date**

Approver: _____
Signature **Position** **Date**

Distribution: original: Accounts Payable
Please retain a copy for your files