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| ***Please return to:******TRU Open Learning – Delivery Support*** |  |  |  |  | Vendor # |   |
| BCCOL 4th Floor - 900 McGill Rd, Kamloops BC, V2C 0C8 |  |  |  |  |  |  |  |  |  |  |
| Tel (250)828-5000 Fax (250)371-5601 or E-Mail to: olfmclaimforms@tru.ca |  |  | **Open Learning****Faculty Expense Claim Form** |
|  |  |
| Name: |  |  | OL Faculty Number:  |  |
| Address: |  |  |  Department: |  |
|  |  |  | Destination: |   |   |   |   |   |   |
| **Home Phone:** |  |  | Date of Submission: |  |
| Home Fax:  |  |  |  |  |  |  |  |  |  |
|  |
|  |  |  |  |  | **TOTAL EXPENSE** | Account Code: | Fund | Org | Acct | Program | Activity | Location |
|  |  |  |  |  | **(including HST)** |   |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Daily Meal Allowance:** |  |  |  |  |  |  |  |  |  |  |  |  |
| Full day |  | days x $60.00 |   |   |  |  |   |   |  |  |   |   |
| Breakfast |  | days x $12.00 |  |  |  |  |  |  |  |  |  |  |
| Lunch |  | days x $18.00 |  |  |  |  |  |  |  |  |  |  |
| Dinner  |  | days x $30.00 |  |  |  |  |  |  |  |  |  |  |
| Incidentals  |  | days x $10.00 |  |  |  |  | 103000 |  | 751210 |  999999 |  |  |
| **Daily Accommodation:** |  |  |  |  |  |  |  |   |   |   |   |   |   |
|  with Relatives: |   | days x $40.00 |   |   |  |  |  103000 |   | 751310 |  999999 |   |   |
|  Hotel Accommodation: |   | nights |  |   |   |  |  |   |   |   |   |   |   |
| **Travel by:** | Pavement |   | kilometres x 50¢ |   |   |  |  |  103000 |   | 751010 |  999999 |   |   |
|  | Pavement |  | fixed rate |  |  |  |  |  |  |  |  |  |  |
|  | Air |  |  |  |  |  |  |  |  103000 |   | 751110 |  999999 |   |   |
| (Please note that TRU does NOT pay for travel insurance) |   |   |  |  |   |   |   |   |   |   |
| **Other Travel Expenses:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vehicle Rental: |  |  |  |   |   |  |  |  103000 |   | 751012 |  999999 |   |   |
| Fuel Expense: |  |  |  |   |   |  |  |  103000 |   | 751013 |  999999 |   |   |
| Other Transportation (parking, taxi, bus, ferry, etc.) |   |   |  |  |  103000 |   | 751411 |  999999 |   |   |
|  |  |  |  | **TOTAL EXPENSE** | Account Code: | Fund | Org | Acct | Program | Activity | Location |
| Other: (please specify) |  |  |  | **(including HST)** |  |  |  |  |  |  |  |  |  |
|  | Postage |  |  |  |  |  |  | 103000 |  | 706110 | 999999 |  |  |  |
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|  **Total Expenses:** |  |  |  |  |  |  |  |  |  |  |
| Open LearningFaculty Signature: |   |  |  |  |  |
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|  |  |  |
| **APPROVAL** |   |   |   |   |  |   |   |   | **FINANCE USE ONLY** |   |   |
|  |  |  |  |   |  |   |   |  |  |  |  |   |
|   |   |   |   |   |   |   |  |   |   |  |  |  |  |   |
| Print Name |  |  |  |  |  |   |  |   | Reviewed: |   |   |   |   |   |
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|  Signature |   |  |  |   |   |   |  |   |   |  |  |  |  |   |
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**\*\*Please ensure all receipts are attached as required by TRU Travel Policies\*\*** Updated November 29, 2010