

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
<b>Per Diem (exclude meals provided)</b>											
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					
<b>Accommodation</b>											
Hotel		_____ nights	\$ _____	\$ - CDN	\$ - CDN	\$ - CDN			753310	999999	
Private	-	_____ nights	@ \$ 40.00 us	\$ - CDN		\$ - CDN			753310	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					
<b>Travel</b>											
Mileage	-	_____ kms.	@ \$ 0.50 US	\$ - CDN		\$ - CDN			753010	999999	
Mileage (Flat rate)				\$ - CDN		\$ - CDN			753010	999999	
Air				\$ - CDN	\$ - CDN	\$ - CDN			753110	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					
<b>*TRU does NOT pay for Cancellation Insurance*</b>											
<b>Other Travel Expenses</b>											
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      \$  - CDN      \$  - CDN

**TOTALS:**      \$  - CDN      \$  - CDN      \$  - CDN

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

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

**Reimbursement or (Repayment to TRU)**      \$  - CDN      **Total Trip Cost**      \$  -

\* ± \$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/> )\*\*