Please indicate your address in this space.

University of Prince Edward Island

TRAVEL AUTHORITY AND PERSONAL EXPENSE REPORT

(One Travel Claim form per trip)

*	ACCOUNT NUMBERS	AMOUNT

* NAME OF TRAVELLER [redacted]: _____

* DEPT: _____ DATE: * 8 10

* DURING THE PERIOD: August 21-27, 2010

* DESTINATION: Seattle, Washington, USA

* PURPOSE OF TRIP: AIRS 2nd Annual Meeting

EXTERNAL FUNDING:

SOURCE SSHRC AMOUNT _____

					UPEI VEHICLE	
MODE OF TRANSPORT	TRAIN	BUS	PLANE	PRIVATE CAR	DATE	VEHICLE

* ADDITIONAL PERSONNEL ON TRIP

REQUEST FOR TRAVEL ADVANCE

ADVANCE REQUESTED BY: _____

AMOUNT OF ADVANCE REQUIRED: _____ DATE: _____

*TOTAL EXPENSES INCLUDING ALL TRANSPORTATION, ETC., (CHARGED DIRECTLY TO THE UNIVERSITY) ESTIMATED AT: $ _____

*ARE APPROVED: _____

DEPT. CHAIRPERSON

* _____

DEAN (IF REQUIRED)

DETAILS OF EXPENDITURE / AMOUNTS EXPENDED

DATE	TRANSPORTATION FROM/TO PLACE AND DETAILS OF EXPENDITURES	PRIVATE CAR (KMS)	PLANE/TRAIN BUS FARES	MEALS	ACCOM-MODATIONS	OTHER EXPENSES	DAILY TOTALS	CHARGED VIA PO	CHARGED VIA UNIVERSITY CREDIT CARD

* ATTACH RECEIPTS

	SUBTOTALS			
	KMS @ TOTAL KMS			

I CERTIFY THAT THE TOTAL EXPENSES FOR THIS TRAVEL CLAIM WERE INCURRED FOR UNIVERSITY BUSINESS ONLY AND THAT I WILL NOT BE PERSONALLY REIMBURSED FOR THESE SAME EXPENSES FROM ANY OTHER SOURCE:

TOTAL EXPENSES FOR TRIP	
DEDUCT: PO'S/CREDIT CARD	
SUBTOTAL	
DEDUCT: ADVANCE	
REFUND TO EMPLOYEE ☐ PAYABLE TO UPEI ☐	

_____ DATE _____

* SIGNATURE OF EMPLOYEE/TRAVELLER

_____ DATE _____

* TOTAL EXPENSES APPROVED BY DEPARTMENT CHAIR/DEAN

Please indicate currency type.

Please attach receipt(s).

ACCOUNTING OFFICE USE ONLY

DEPARTMENT & CLASS # _____ INVOICE AMT $ _____

INVOICE DATE _____ GST _____

INVOICE # _____ GST CODE _____

PO # _____ PST _____

SUPPLIER # _____ NOTE _____

- * REQUIRED FIELD
- PLEASE RETAIN A COPY FOR YOUR RECORDS
- REIMBURSEMENT TO STAFF WILL BE VIA DIRECT DEPOSIT. YOU WILL RECEIVE AN E-MAIL FROM CORPORATE.E-COMMERCE@RBC.COM
- BY SIGNING THIS FORM, YOU VERIFY THAT THIS IS THE COMPLETE TRAVEL CLAIM FOR THIS TRIP