

For instructions, please see the attached instruction sheet (incomplete forms will be returned)

<b>Name</b>		<b>Campus and Department</b>			<b>Phone and Extension</b>	
<b>Departure Date</b> (dd-mmm-yy)	<b>Return Date</b> (dd-mmm-yy)	<b>Destination</b> (City/Prov/Country) <b>FROM:</b> _____ <b>TO:</b> _____			<b>Purpose of Travel</b>	
<b>Departure Time</b> AM / PM	<b>Return Time</b> AM / PM					
<b>Date</b> (DD-MMM-YY)	<b>Description</b> (provide detailed information)	<b>Transportation</b> (air, taxi, bus, train, car rental, gas receipts, mileage)	<b>Accommodations</b> (hotel / private)	<b>Meals &amp; Per Diem</b>	<b>Hospitality</b> (provide names & purpose of meeting)	<b>Other</b> (ie. Incidentals, conference fees, tuition, etc.)
		<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>
<b>Column Total</b>		0.00	0.00	0.00	0.00	0.00
<b>Exchange Rate (Enter rate and attach source documents)</b>						
<b>Grand Total (Cdn \$)</b>		0.00	0.00	0.00	0.00	54.45

**Distribution:**  
 Finance - Original  
 Department - retain copies as required