



PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

TRAVEL ADVANCE - REQUEST

Procedures:

1. Please complete sections 1-3 and submit your request to Allard Finance Assistants (lawfinance@allard.ubc.ca)
2. Travel Advance Requests must be made 14 business days prior to the start of the trip.
3. All requests require a breakdown of expected expenses.
4. A traveler cannot have more than one travel advance outstanding.
5. A travel advance can be made out for one trip only and must be settled (cleared) within 30 days after the end of the trip.

Section 1: Travel Information:

Travel dates:	
Primary WorkTag to charge the expenses:	
Purpose of Trip	

Section 2: Breakdown of travel expenses:

Flight/Airline:	
Hotel/Accommodation (est. \$200 per night):	
Meals (per diem \$80.00 per day):	
Taxi: 1. Home to Airport (return) \$ 2. Airport to Hotel (return) \$	
Other ground transportation (estimate \$40.00/day for taxis, car rental etc)	
TOTAL	

Section 3: Authorization:

Requested by (print name)

Signature