



# DOUGLAS COLLEGE REQUEST FOR A TRAVEL ADVANCE

ACCOUNTING USE ONLY	
Vendor #:	Invoice #:

Name of Applicant: \_\_\_\_\_ Local: \_\_\_\_\_

Department: \_\_\_\_\_

Title of conference, course, meeting: \_\_\_\_\_

To be held at: \_\_\_\_\_ beginning \_\_\_\_\_ duration \_\_\_\_\_  
location & city date number of days

State briefly the subject of the conference, meeting, seminar, etc:  
 \_\_\_\_\_  
 \_\_\_\_\_

Areas in which the College will benefit (establish rationale for support):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Estimated expenses:**

Travel	\$	_____
Accommodation	\$	_____
Meals	\$	_____
Registration	\$	_____
Other	\$	_____
<i>(taxi, tips, mileage, etc.)</i>		
<b>Total</b>	<b>\$</b>	_____

**Instructions:**

- \* Requests must be received by Accounts Payable three weeks prior to trip.
- \* To determine estimated expenses, please refer to the College's expense regulations.
- \* To calculate your advance, subtract the amounts paid directly by Douglas College ie: *air fare / course registration*.
- \* Only advances over \$300 will be issued.

Advance required: \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Distribution:* Original to accounting  
Copy to applicant

A-1037 REV-AUG/04