



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	\$	_____
<small>(taxi, tips, mileage, etc.)</small>		
Total	\$	_____

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