PD Advance/ Clearance Request

Name:	Department:	Employee Number:

Destination/Institution:

Dates of Travel/Course:

Purpose:

EXPENSES**	ADVANCE	ACTUAL EXPENSE
Claimants own vehicle: kilometres @ /km		
Taxi / Car Rental / Airport Limo / Bus / Ferry / Departure Fee		
Airfare: Time of Departure: Time of Home Arrival:		
Accommodation: Number of Nights:		
Registration Fees:		
Tuition Fees:		

MEAL ALLOWANCE

If you choose to travel by car instead of by plane (where available) claim meals as though you were flying.

DATE	BREAKFAST	LUNCH	DINNER	TOTAL	ACTUAL EXPENSE
				$	$

Total Advance Requested:	Total Actual Expense:

Balance Due to Traveller (Expenses minus advance) :	Balance Due to College (Advance minus expenses) :

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

ACCOUNT CODES

Work Order: ☐☐☐ - ☐☐☐ - ☐☐☐   Account: ☐☐☐☐

_____
$ - AMOUNT

Work Order: ☐☐☐ - ☐☐☐ - ☐☐☐   Account: ☐☐☐☐

_____
$ - AMOUNT

OUT OF PROVINCE APPROVAL

PRESIDENT NAME	PRESIDENT/VICE PRESIDENT SIGNATURE	DATE