



Staff ID# _____
(Mandatory field)

Name: _____
Department: _____
Campus Address: _____
Phone Number: _____

Request Date: _____
Destination: _____
Trip Purpose: _____
Travel Dates: _____

By default, the reimbursement will be paid by direct deposit to your bank account on file

****If attending conferences or meetings, please attach a copy of the itinerary****

Dec 2019 - Feb 2020 FX for Per Diem 1.3177				EXPENSES	P-CARD paid	Total Trip	Fund	Org	Acct	Program	Activity
Per Diem (exclude meals provided)											
Full Day	-	days	@ \$ 70.00 us	\$ - CDN		\$ - CDN			753210	999999	
Breakfast	-	days	@ \$ 15.00 us	\$ - CDN		\$ - CDN			753210	999999	
Lunch	-	days	@ \$ 20.00 us	\$ - CDN		\$ - CDN			753210	999999	
Dinner	-	days	@ \$ 35.00 us	\$ - CDN		\$ - CDN			753210	999999	
Incidentals	-	days	@ \$ 10.00 us	\$ - CDN		\$ - CDN			753210	999999	
Sub-total				\$ - CDN		\$ - CDN					

Use Bank of Canada exchange rate as of the first day of your trip or evidenced rate charged (provide a receipt)

Accommodation											
Hotel		nights	\$	\$ - CDN	\$ - CDN	\$ - CDN			753310	999999	
Private	-	nights	@ \$ 40.00 us	\$ - CDN		\$ - CDN			753310	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					

Travel											
Mileage	-	kms.	@ \$ 0.50 US	\$ - CDN		\$ - CDN			753010	999999	
Mileage (Flat rate)				\$ - CDN		\$ - CDN			753010	999999	
Air				\$ - CDN	\$ - CDN	\$ - CDN			753110	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					

TRU does NOT pay for Cancellation Insurance

Other Travel Expenses											
Vehicle Rental				\$ - CDN	\$ - CDN	\$ - CDN			753012	999999	
Fuel Expense				\$ - CDN	\$ - CDN	\$ - CDN			753013	999999	
Conference/Registration Fees				\$ - CDN	\$ - CDN	\$ - CDN			753410	999999	
Other Transportation (ie. parking, taxi, toll, ferry)				\$ - CDN	\$ - CDN	\$ - CDN			753411	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					

