



## Travel Expense Form for INTERNATIONAL Travel

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
<b>Per Diem (exclude meals provided)</b>											
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					
<b>Use Bank of Canada exchange rate as of the first day of your trip or evidenced rate charged (provide a receipt)</b>											
<b>Accommodation</b>											
Hotel		nights	\$	\$ - CDN	\$ - CDN	\$ - CDN			753310	999999	
Private	-	nights	@ \$ 40.00 US	\$ - CDN		\$ - CDN			753310	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					
<b>Travel</b>											
Mileage	-	kms.	@ \$ 0.50 US	\$ - CDN		\$ - CDN			753010	999999	
Mileage (Flat rate)			CDN	\$ - CDN		\$ - CDN			753010	999999	
Air			CDN	\$ - CDN	\$ - CDN	\$ - CDN			753110	999999	
Sub-total				\$ - CDN	\$ - CDN	\$ - CDN					
<b>*TRU does NOT pay for Cancellation Insurance*</b>											
<b>Other Travel Expenses</b>											
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					

	EXPENSES	P-CARD	Total Trip	Fund	Org	Acct	Program	Activity
Other Travel Expenses (Please specify)								
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
	\$ - CDN	\$ - CDN	\$ - CDN				999999	
Sub-total	\$ - CDN	\$ - CDN	\$ - CDN				999999	

**TOTALS:** \$ - CDN \$ - CDN \$ - CDN

Less Advance: (enter as a negative) \$ - CDN add: previously reimbursed -

**Reimbursement or (Repayment to TRU)** \$ - CDN **Total Trip Cost** -

Please enter the amount that has been already reimbursed ( i.e. air travel, conference registration)

\* ± \$2.00 will not be charged nor reimbursed)

\*Do NOT forward cash through mail

Signature of Claimant

\*Note: This form requires appropriate one-up approval as determined by TRU spending authority policy\*

**\*Include a copy of your International travel pre-authorization form\***

APPROVAL				FINANCE USE ONLY	
				Reviewed by:	
Print Name	Title	Signature	Date		
				Invoice #:	
Print Name	Title	Signature	Date		

**\*\*Please ensure all receipts and proof of payment are attached as required by TRU Travel Policies\*\***

\*\* Ensure all amounts are converted to Canadian using either the actual conversion per a credit card statement or the Bank of Canada rate on the first day of the trip (provide a screen shot of the Bank of Canada rate <http://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/> )\*\*