

Selkirk College

Name:	Department:	Employee Number:
Destination/Institution:		
Dates of Travel/Course:		
Purpose:		

EXPENSES		ADVANCE ESTIMATE	ACTUAL EXPENSE
Claimants own vehicle:	KM @ \$.63 / KM		
Additional Transportation Fees			
Airfare:	Time of Departure: Time of Home Arrival:		
Accommodation:	Number of Nights:		
Registration or Book Fees:			
Tuition Fees:			

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 (Actual minus advance) :	Balance Due to College (Advance minus actual) :

DATE _____

Work Order:

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Account:

\$ - AMOUNT

Work Order:

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Account:

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\$ - AMOUNT

OUT OF PROVINCE APPROVAL

DATE _____