

I, _____, hereby state that the following expenses will be incurred by me while traveling on business, as a representative of the United Native Friendship Centre. I hereby request an advance and I will reconcile this travel claim upon my return.

NAME: _____

Date: _____

Depart -
Date/Time _____

Arrive -
Date/Time _____

Date:								Total Advance Claim (1)	Actual Charges (2)	Reconciliatio
Hotel								-		
Private \$50								-		
Meals										
Breakfast \$10.00										
Lunch \$10.30										
Dinner \$27.60										
Taxi										
Airfare										
Rental Car								-		
Gas								-		
Mileage .50/km								-		
Parking								-		
Incidentals \$10.00										
Other										
Total/Day										

Cheque Payable To: _____

Purpose for Trip: _____

APPROVAL: _____

Total Expenses:	Less Temporary Advances:	-	Total Amount Owng:	
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Please forward this expense claim, inclusive of receipts for all expenses with the exception of meals and incidentals to:

United Native Friendship Centre, 516 Portage Avenue, Fort Frances Ontario.

"I agree that this travel advance will be deducted from any monies owing to me (i.e. future travel claims, payroll, severance pay, vacation pay, etc.) if this travel advance is not reconciled.

I will submit all **original** receipts upon return within two weeks along with a copy of this travel advance form.

Reimbursable: Yes/No Agency: _____

Program to charge: _____

Account Code: _____	Dept: _____	HST: _____	Cheque # _____	Date: _____
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