



University of Alberta
Supply Management Services - Travel Section
Request for Travel Advance

(1) UNIVERSITY TRAVEL AND HOSTING POLICIES CAN BE VIEWED AT:
[HTTP://WWW.UOFAWEB.UALBERTA.CA/VPFINANCESMS/](http://www.uofaweb.ualberta.ca/vpfinancesms/)



Biological Sciences

CW405 Bio Science Bldg 780-492-1258 phone
 Edmonton, AB T6G 2E9 780-492-9234 fax

Note: Funds will be deposited via EFT (electronic funds transfer) to the bank account on file with Staff & Student Payments for payroll deposits.

- 1 Please submit your request FOURTEEN DAYS prior to the date on which the advance is required.
- 2 University of Alberta Travel regulations require that advances be accounted for within 14 days of completion of the journey by submission of a TRAVEL EXPENSE CLAIM and refund of any unused balance.
- 3 AN ADVANCE NOT ACCOUNTED FOR WITHIN 14 DAYS OF COMPLETION OF THE TRAVEL MAY BE RECOVERED BY PAYROLL DEDUCTION.

Date: _____

Please issue a payment as an accountable travel advance loan to:
 (Advances are available only to University staff members)

Date Payment
 Required: _____

NAME: _____

University ID # _____

DEPARTMENT **Biological Sciences**

TELEPHONE # _____

DESTINATION: _____

DATES OF TRAVEL FROM _____ TO _____

PURPOSE OF TRAVEL: _____
 (Name of conference/ location of field work etc)

ESTIMATE OF
 TOTAL EXPENSES \$ _____

ADVANCE
 REQUESTED \$ _____
 Maximum allowed by BioSci= \$4900.00

Please indicate the speed code that this advance will be expensed to _____

I understand that the Department of Biological Sciences is providing me a loan and that I will be accountable for this loan. I understand that I will need to submit a travel claim form with original receipts to offset this advance amount, and that I will need to repay any funds not spent. I understand that I will need to submit the travel claim or repay this amount in a reasonable period of time, (2-3 weeks of the return date).

Requester's Signature: _____

ALL ADVANCE REQUESTS REQUIRE APPROVAL FROM THE PEOPLE BELOW



Supervisor's Signature: _____

Chair / APO Biological Sciences: _____

Internal Control Biological Sciences: _____