

Sub-total

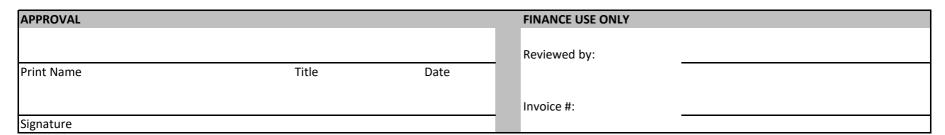
OLFM Expense Claim Form

| Please return to: TRU Open Learning - Delivery Support | | | | | | |
|---|-------------------------|----------|----------------------------|----------|----------|----------|
| BCCOL 4th Floor - 805 TRU Way, Kamloops, BC, V2C 0C8 | | OLFM ID# | | | | |
| or Email to: OLFMClaimforms@tru.ca | | | (Mandatory field) | | | |
| Name: | Request Date: | | | | | |
| Department: | Destination: | | | | | |
| Campus Address: Phone Number: | Trip Purpose: | | | | | |
| | Travel Dates: | | | | | |
| | | | (Include day, month, year) | | | |
| By default, the reimbursement will be paid by direct deposit to you | ur bank account on file | | | | | |
| | Expenses | Fund | Org | Acct | Program | Activity |
| Per Diem (exclude meals provided) | | | | | | |
| Full Day - days @ \$ 60.00 cpn | \$ - CDN | 103000 | - | - 75X210 | - 999999 | - |
| Breakfast - days @ \$ 12.00 cdn | \$ - CDN | 103000 | - | - 75X210 | - 999999 | - |
| Lunch - days @ \$ 18.00 cpN | \$ - CDN | 103000 | - | - 75X210 | 999999 | |
| Dinner - days @ \$ 30.00 cdn | \$ - CDN | 103000 | - | - 75X210 | 999999 | _ |
| Incidentals - days @ \$ 10.00 cdn | \$ - CDN | 103000 | - | - 75X210 | - 999999 | - |
| Sub-total | \$ - CDN | | | | | |
| | | | | | | |
| Accommodation | | | | | | |
| Hotel nights @ \$CDN | \$CDN | 103000 | - | - 75X310 | - 999999 | - |
| Private nights @ \$ 40.00 CDN | \$ - CDN | 103000 | - | - 75X310 | - 999999 | - |
| Sub-total | \$ CDN | | | | | |
| | | | | | | |
| <u>Travel</u> | | | | | | |
| Mileage - kms. @ \$ 0.50 CDN | \$ CDN | 103000 | - | - 75X010 | - 999999 | - |
| Mileage (Flat rate) | \$CDN | 103000 | - | - 75X010 | - 999999 | |
| Air | \$ CDN | 103000 | - | - 75X110 | - 999999 | - |
| Sub-total | \$ <u>-</u> CDN | | | | | |
| * Attach mileage support (ie. Mapquest/google map printout) | | | | | | |
| ** TRU does not pay for Cancellation insurance. | | | | | | |
| | | | | | | |
| Other Travel Expenses | | 100000 | |] | | |
| Vehicle Rental | \$CDN | 103000 | - | - 75X012 | 999999 | - |
| Fuel Expense | \$CDN | 103000 | - | - 75X013 | - 999999 | - |
| Conference/Registration Fees | \$CDN | 103000 | - | - 75X410 | 999999 | - |
| Other Transportation (ie. parking, taxi, toll, ferry) | \$CDN | 103000 | - | - 75X411 | - 999999 | - |

| | Total Trip | Fund | Org | Acct | Program | Activity |
|---|--------------------|--------------------------------|--------------------|--------------------|-------------------------|--------------|
| Other Travel Expenses (Please specify) | | | | | | |
| | \$CDN | 103000 | - | _ | - 999999 | - |
| | \$ CDN | 103000 | - | - | - 999999 | - |
| | \$CDN | 103000 | - | _ | - 999999 | - |
| | \$ CDN | 103000 | - | - | - 999999 | - |
| | \$ CDN | 103000 | - | - | - 999999 | - |
| | \$ - CDN | 103000 | - | - | - 999999 | - |
| Sub-total | \$ <u>-</u> CDN | | | | | |
| | | | | | | |
| TOTALS: | \$ <u>\$ -</u> CDN | | | | | |
| Less Advance: (enter as a negative) | \$ - cdn | Please enter the registration) | amount that has be | een already reimbu | ırsed (i.e. air travel | , conference |
| Reimbursement or (Repayment to TRU) | \$ - CDN | , | | | | |
| * <u>+</u> \$2.00 will not be charged nor reimbursed) | | | | | | |
| *Do NOT forward cash through mail | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

Signature of Claimant



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