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| ***Please return to:***  ***TRU Open Learning – Delivery Support*** | | | | | | | | | | | | | |  | |  | |  | |  | Vendor # | | |  | | | | | | | | |
| BCCOL 4th Floor - 900 McGill Rd, Kamloops BC, V2C 0C8 | | | | | | | | | | | |  | |  | |  | |  | |  | | |  | | |  | |  | |  | |  | | |
| Tel (250)828-5000 Fax (250)371-5601 or E-Mail to: olfmclaimforms@tru.ca | | | | | | | |  | | | | | | | |  | | | | **Open Learning**  **Faculty Expense Claim Form** | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | |  | | OL Faculty Number: | | | |  | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | |  | | Department: | | | |  | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | |  | | Destination: | | | |  | | |  | | |  | |  | |  | |  | | |
| **Home Phone:** | | |  | | | | | | | | | | |  | | Date of Submission: | | | |  | | | | | | | | | | | | | | |
| Home Fax: | | |  | | | | | | | | | | |  | |  | | | |  | | |  | | |  | |  | |  | |  | | |
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|  | | |  | |  | |  | | |  | | **TOTAL EXPENSE** | | | | Account Code: | | | | Fund | | | Org | Acct | | | | Program | | Activity | | Location | | |
|  | | |  | |  | |  | | |  | | **(including HST)** | | | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
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| **Daily Meal Allowance:** | | | | |  | |  | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| Full day | | | | |  | | days x $60.00 | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| Breakfast | | | | |  | | days x $12.00 | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| Lunch | | | | |  | | days x $18.00 | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| Dinner | | | | |  | | days x $30.00 | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| Incidentals | | | | |  | | days x $10.00 | | | | |  | |  | |  | |  | | 103000 | | |  | 751210 | | | | 999999 | |  | |  | | |
| **Daily Accommodation:** | | | | |  | |  | | |  | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| with Relatives: | | | | |  | | days x $40.00 | | | | |  | |  | |  | |  | | 103000 | | |  | 751310 | | | | 999999 | |  | |  | | |
| Hotel Accommodation: | | | | |  | | nights | | |  | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| **Travel by:** | | Pavement | | |  | | kilometres x 50¢ | | | | |  | |  | |  | |  | | 103000 | | |  | 751010 | | | | 999999 | |  | |  | | |
|  | | Pavement | | |  | | fixed rate | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
|  | | Air | | |  | |  | | |  | |  | |  | |  | |  | | 103000 | | |  | 751110 | | | | 999999 | |  | |  | | |
| (Please note that TRU does NOT pay for travel insurance) | | | | | | | | | | | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| **Other Travel Expenses:** | | | | |  | |  | | |  | |  | |  | |  | |  | |  | | |  |  | | | |  | |  | |  | | |
| Vehicle Rental: | | | | |  | |  | | |  | |  | |  | |  | |  | | 103000 | | |  | 751012 | | | | 999999 | |  | |  | | |
| Fuel Expense: | | | | |  | |  | | |  | |  | |  | |  | |  | | 103000 | | |  | 751013 | | | | 999999 | |  | |  | | |
| Other Transportation (parking, taxi, bus, ferry, etc.) | | | | | | | | | | | |  | |  | |  | |  | | 103000 | | |  | 751411 | | | | 999999 | |  | |  | | |
|  | | | |  | |  | | |  | | **TOTAL EXPENSE** | | | | Account Code: | | | | Fund | | | Org | | | Acct | | Program | | Activity | | Location | | |
| Other: (please specify) | | | |  | |  | | |  | | **(including HST)** | | | |  | |  | |  | | |  | | |  | |  | |  | |  | | |  | |
|  | Postage | | |  | |  | | |  | |  | | | |  | |  | | 103000 | | |  | | | 706110 | | 999999 | |  | |  | | |  | |
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| **Total Expenses:** | | | | |  |  |  |  |  |  |  |  |  |  | |
| Open Learning  Faculty Signature: |  | | | |  |  |  |  |
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| **APPROVAL** | | |  |  |  |  |  |  |  |  | **FINANCE USE ONLY** | |  |  |
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**\*\*Please ensure all receipts are attached as required by TRU Travel Policies\*\*** Updated November 29, 2010