



200-330 Chief Alex Thomas Way  
 Kamloops, BC V2H 1H1  
 Phone: (250) 828-9721  
 Fax: (250) 828-8833  
 Toll Free: (855) 828-9700

### Travel Support Advance

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Please indicate what you are requesting travel support for:

Professional Development

Moving Expenses

Holiday Travel

#### Professional Development

Date(s) of Conference/Workshop: \_\_\_\_\_

Location of Conference/Workshop: \_\_\_\_\_

Purpose of Conference/Workshop: \_\_\_\_\_

Latest Date Advance Required by: \_\_\_\_\_

#### Accommodation Rates: (for Professional Development only)

Summer Rates (May 1 – Sept 30) Maximum of \$95.00 per night (taxes included)

Winter Rates (Oct 1 – April 30) Maximum of \$70.00 per night (taxes included)

In the event of accommodation at a private residence, students may claim \$20.00 per night for miscellaneous hospitality.

Number of Nights \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

#### Meals: (for Professional Development only)

Breakfast Only \_\_\_\_\_ X \$ 10.00 = \$ \_\_\_\_\_

Lunch Only \_\_\_\_\_ X \$ 15.00 = \$ \_\_\_\_\_

Dinner Only \_\_\_\_\_ X \$ 25.00 = \$ \_\_\_\_\_

#### Mileage:

Number of Km \_\_\_\_\_ X \$ .52 = \$ \_\_\_\_\_

Ferry \_\_\_\_\_ = \$ \_\_\_\_\_

Taxi \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Requested = \$ \_\_\_\_\_

Total Amount Approved = \$ \_\_\_\_\_

I certify that the amounts in this claim will be incurred for the purpose stated. I understand this is an advance only and that it is my responsibility to file a proper travel claim. Should I fail to file a claim within 14 days I authorize the TteS Post-Secondary Education Department to deduct this advance from my living allowance.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Information confirmed by

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date