**Travel Reimbursement Request**

**Name**: Your name

EMPLOYEE ID / SIN if available

**Title of conference / travel**:

**Dates of travel**:

Dates of the conference as well as any extra days that you may have been away

**Reimburse against**:

Please use remaining Dep’t travel allocation for 2013\_14 (*example*). Remaining costs can be pulled from my XXXX research grant (*or specify other funding source*).

**Details of Expenses**:

*Taxi $35 (US)*

*Accommodation $450 (US)*

*Flights $650 (CND)*

*Per Diem 5 days x $60 per day (2013 ongoing per diem rate)*

*Etc.*

*Etc.*

**Signature**:

*NOTE: Please attach to this cover sheet, copies of e-tickets, original receipts for accommodation, taxis etc. Loose receipts should be itemized and taped down on scrap paper. Boarding passes should be included where possible, and are necessary for all Tri-Council travel reimbursements.*