

UBC TRAVEL EXPENSE WORKSHEET

Use this form to itemize details of your trip, then transfer the total amounts on this form to a Travel Requisition claim form.
Submit this form, the Travel Requisition, and your receipts together.

Traveller's Name: _____ Department: Microbiology & Immunology Date: _____

Travel Requisition Number: _____

Date	Description	Air Fare	Mileage	Other Trans.	Accommodation	Breakfast	Lunch	Dinner	Other
Total Expense (Foreign):									Total Amount of Cheque
Total Expense (Canadian):		\$	\$	\$	\$	\$		\$	

EXCHANGE: FROM (currency) RATE TO (currency)
