



TRAVEL ADVANCE REQUEST

Name: _____ University of Alberta ID# _____

Reason for Travel: _____

Destination: _____

Travel Dates: _____

Breakdown of Travel Expenses

Airfare: _____

Accommodation: _____

Registration Costs: _____

Estimated Total Travel Expenses: _____

Signature: _____

Once you have completed and signed the form, please drop it off at ATH 3-15.

If you have any questions about completing this form, please email: ltroop@ualberta.ca