

## 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
<b>Total Expense (Foreign):</b>									<b>Total Amount of Cheque</b>
<b>Total Expense (Canadian):</b>		\$	\$	\$	\$	\$	\$	\$	\$

EXCHANGE:                      FROM (currency)                      RATE                      TO (currency)

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