

TRAVEL ADVANCE (Refer to the BC Travel Policy and Instructions before completing)		Travel Advance #								
Employee's Full Name (Middle Initial):	Business Purpose of Expense (check one) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Conference</td> <td style="width: 50%;">Recruiting</td> </tr> <tr> <td>Team Travel</td> <td>Research</td> </tr> <tr> <td>University Sponsored Function</td> <td>Training</td> </tr> <tr> <td>Fundraising</td> <td></td> </tr> </table>		Conference	Recruiting	Team Travel	Research	University Sponsored Function	Training	Fundraising	
Conference			Recruiting							
Team Travel			Research							
University Sponsored Function			Training							
Fundraising										
Department:										
Extension:										
Employee ID:										
Originator:	Extension:									
Conference/Function Name:	Date of Conference/Function: _____/_____/_____									
Justification for Amount Requested										
PART 1: TRANSPORTATION										
Date(s)	Transportation Type	From and To City/State/Country								