



## Pre-authorization

All travel must be authorized in advance in compliance with the over- } v % % % } À o \_  
% % } v ] % o μ • ] v P š Z ^ % % o ] š ] } v ( } & μ o \$ and B % o } Ç d

## Advances

The University may provide a maximum of one (1) travel advance per trip up to 75% of the total cost of the trip, but of no less than \$500 and no more than \$2,000 when:

- x Travel will be to a remote location where credit cards have limited applica
- x The nature of expenditures are unlikely to be chargeable to a credit card

- x Costs of the trip cannot be paid using the University credit card or the h v ] À } • ] š Ç [ • š } À o P v š X

d } À o À v } < μ • š • u μ • š • μ u ] š š š } Ç } μ } • μ % } À ] • } over-one appro À o \_ % } v ] % o ( } % % } À o % } } } š } ( } Á } ] payment. Travel advance requests must include complete supporting documentation.

University employees are required to submit a travel expense claim form within two weeks of return from travel. The travel expense claim form must include reference to the advance received, and include a copy of the travel advance approval form.





# Accounting Services Guide

## Travel Claims

---

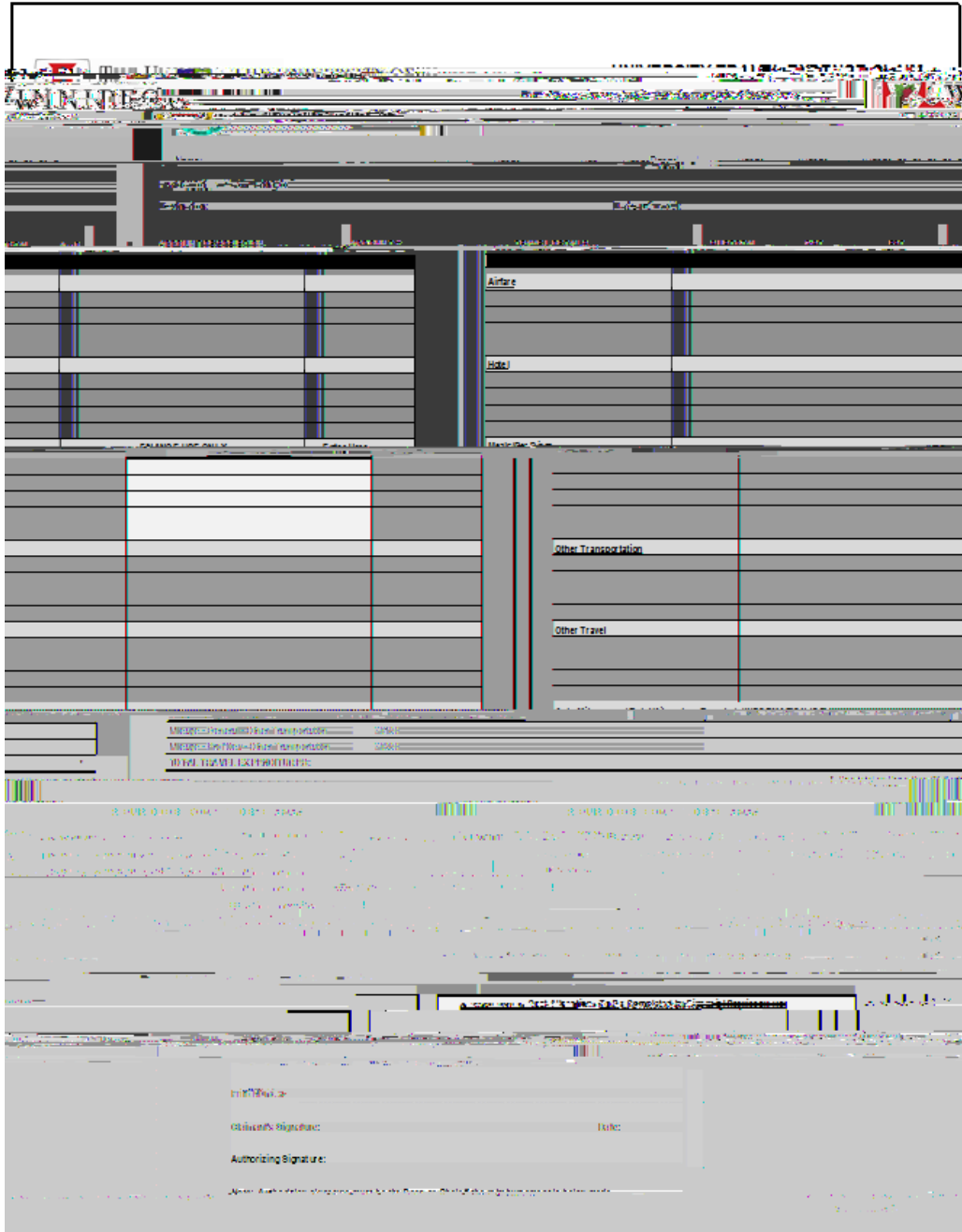
### Appendix A

Link:



# Accounting Services Guide Travel Claims

## Appendix C



The image shows a screenshot of a travel expense claim form. The form is divided into several sections, each with a header and a corresponding table for data entry. The sections are:

- Airfare**: A table with columns for Date, Description, Amount, and Receipt No.
- Hotel**: A table with columns for Date, Description, Amount, and Receipt No.
- Other Transportation**: A table with columns for Date, Description, Amount, and Receipt No.
- Other Travel**: A table with columns for Date, Description, Amount, and Receipt No.

At the bottom of the form, there are fields for the claimant's name, title, and department, along with a section for the authorizing signature and date.

Link: <http://www.uwinnipeg.ca/financial-services/docs/WEBTravelExpenseClaimNEWxlsx>