

TRAVEL AUTHORIZATION FORM

Name:

Department:

Leaving Campus On:

Returning to Campus On:

Purpose of Travel:	Conference (7912)	Meeting (7915)	Research (7916)
	Other	Regional (7911)	Course Delivery (7919)
Name of Conference or Meeting etc:			
Destination/City:	Start Date:	End Date:	

Will be attending meeting while visiting family in Taiwan for personal vacation. Flights to Taiwan were already booked and paid for out of personal funds when opportunity to attend meeting arose. Grant will cover registration, meals and accommodation during the dates of the meeting.

EXPENSES:	Fund	Org	Acct	Prog	Actv	Locn*	Currency	Est Cost
Airfare					2001			
Accommodation					2000			
Vehicle Rental					2005			
Registration					2007			
Per Diem/Meals					2002			
Taxi					2006			
Fuel					2008			
Mileage					2003			
Other					2004			
TOTAL:								

*LOCN is required for all UNBC employee travel. If you do not know your code, please contact

Accounts Payable

If you are using more than one fund/org/account, please fill in the breakdown details below:

Fund	Org	Acct	Prog	Actv	Loc	Amount

Employee Name: Yi-Chin (Sunny) Tseng

Signature:

Date: 2024 Jan. 03

Supervisor Name: Ken Otter

Signature:

Date: 3 Jan 2024

Budget Holder:

Signature:

Date:

Research Accounting (if applicable):

Signature:

Date:

- Attach copy to MasterCard reconciliation if any expenses are charged to your credit card.
- Attach copy to travel claim or travel advance requisition when submitting to Finance.