



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

**TRAVEL ADVANCE REQUEST**

1. Submit one form per trip, must be approved prior to payment
2. Manager is responsible in forwarding to Finance Department for processing by Tuesday at noon.

Dept/Budget Code: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

DETAILS OF TRAVEL								
DEPART DATE:		TIME:			NUMBER OF DAYS:			
RETURN DATE:		TIME:			NUMBER OF NIGHTS:			
DESTINATION:								
FELLOW TRAVELLERS:								
PURPOSE OF TRAVEL:								
DETAILS OF ADVANCE REQUEST:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat.	
<i>(enter dates -&gt;)</i>								
Breakfast \$20.35 per day <i>(Travel before 7:30 a.m.)</i>								
Lunch \$20.60 per day <i>(Include only if not provided on plane)</i>								
Supper \$50.55 per day <i>(Travel after 7:00 p.m.)</i>								
Incidentals \$17.30 per night								
Taxis								
Parking								
Childcare \$35.00 for 1 <sup>st</sup> child \$15.00 per child thereafter								
Mileage \$0.57 per km								
Private Accommodations \$50.00 per night								
Other (Specify)								
<b>TOTAL REQUESTED</b>								

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved by Manager \_\_\_\_\_

Date \_\_\_\_\_

**FINANCE USE ONLY:**

BATCH #:		ENTERED BY:	
EFT BATCH#:		PAYMENT SUBMITTED BY:	