



UNIVERSITY
OF THE FRASER VALLEY

IS THIS CLAIM FOR IN-SERVICE PD?		Yes	No	(If Yes, please complete the following):
PD NUMBER: _____		DESCRIPTION OF PD ACTIVITY: _____		
DID YOU RECEIVE AN ADVANCE FOR THIS ACTIVITY?		Yes	No	

EXPENSES						MEALS			
DATE (mm/dd/yyyy)	Description (Purpose, destination, reason)	Mileage		Travel (Hotel, Airfare, etc)	Per Diem Amounts			Receipts for Meals	Other Receipts
		KM	\$ Amount		Breakfast	Lunch	Dinner		
	TOTALS								

DESCRIPTION	BUDGET CODE	ACCOUNT	ACTIVITY CODE	AMOUNT	Finance use only
MILEAGE ALLOWANCE		1305			
			TOTAL:		
			LESS ADVANCE:		
			CLAIM AMOUNT:		

The expenses claimed are reasonable and represent necessary and legitimate University expenses.