

DATE OF COUNCIL MEETING: _____

REQUEST FOR TRAVEL ADVANCE FOR ATTENDING COUNCIL MEETING

Name: _____

Mailing Address: _____

E-mail address: _____

Transportation

by _____ from _____

Travel Advance requested: _____

Please send proof of travel by photocopy or scanning/e-mail to Ingrid Holmberg, Department of Greek and Roman Studies, University of Victoria, Victoria, BC, V8W 3P4; ingrid@uvic.ca

You will need to provide the original travel receipts after travel.

If a Councillor has to cancel his/her travel to a Council meeting for any reason (i.e. inclement weather, health, etc...), the CAC expects her/him to arrange a flight credit with the airline and to repay the advance.

Rev. July 13, 2009