



Traveler Declaration

*This form must be attached to the supporting documentation package for any Travel and Expense Reimbursement or Advance request that has been filled out **electronically** by a **Delegate** on behalf of a traveler.*

Instructions:

- 1) Fill in the Travel Destination, Travel Dates, and Purpose of Travel fields.
- 2) Check the box for either a Travel Reimbursement or Travel Advance Request.
- 3) Print the form.
- 4) Sign and date the appropriate declaration.
- 5) Deliver the form to your delegate along with the supporting documentation for your request.

Travel Destination: _____

Travel Dates: _____

Purpose of Travel: _____

Travel Reimbursement

I certify that all expenses submitted are in accordance with University policy and will not be used as claims to other organization(s) or for Income Tax purposes.

Signature (Claimant)

Date

Travel Advance

I confirm that I am requesting these funds to be used for the purpose of travel on behalf of Carleton University. This is a cash advance and I will report on it within 10 working days of my return. I will provide all required supporting documentation when submitting my claim, including this advance. If I do not provide an accounting for this advance, I understand that I may receive a Statement of Other Income (T4A) from the University.

Signature (Claimant)

Date

References (to be completed by Delegate)

Document Code: _____

Delegate Name: _____

Payment Amount Requested: _____

