

ADVANCE ACQUITTAL FORM

DOMESTIC PER DIEM

ORIGINAL RECEIPTS DUE BY: _____

Please complete this form, accompanied by all relevant receipts to support the expenditure of the advance per diem, and return to Accounts Payable, Finance Division.

A travel diary is also required, should you have been away for 6 nights or more.

Name: _____

Department: _____

Dates of Trip: _____

Destination: _____

Summary of Expenditure

- | | |
|--|----------|
| 1. Per Diem Expenditure
(Receipted Items) | \$ _____ |
| 2. Travel Diary Expense Entries
(Non Receipted Items) | \$ _____ |
| 3. Other | \$ _____ |
| (A) Total Expenditure [1+2+3] | \$ _____ |
| (B) Unspent funds repaid by staff member
(Please quote G/L account 110102 and your profit centre if repaying at the University Cashier) | \$ _____ |
| (C) Original Advance Amount [(A) + (B)] | \$ _____ |

I declare that the receipted expenses, and expense items listed in my travel diary were _____% applicable for business purposes.

Signature: _____