

UOITFA Advance Notice of Travel and Preliminary Budget Form

Date of Application (dd/mm/yyyy)

Name

Position in UOITFA

Event Information

Conference, Meeting, or Event

Event Location (City, Province)

Event Start Date

Event End Date

Date of Departure (if different from
event start date)

Date of Arrival (if different from
event's end date)

Estimated Cost of Trip

Transportation*

Hotel

Per Diem**

Other

Total

*Please refer to Travel Information for Volunteers on the UOITFA website

**UOITFA follows the CAUT reimbursement fees of \$15 Breakfast, \$15 Lunch, \$40 Dinner, \$15 Sundry for a potential total of \$85 per day and Mileage is \$0.555/km.

Signature of Traveler:

Signature of UOITFA Executive
Member or Executive Director: