

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 the UOITFA Travel and Reimbursement Policy for procedure to attend Events on Behalf of the UOITFA, which includes information on transportation, and per diem rates

Signature of Traveler:

Signature of UOITFA Treasurer: