

## Request for Travel Policy exception regarding receipt requirement for meals in specified countries or regions



*This exception is available for **research related travel only** and requires Dean approval. The form is to be used to document **pre-approved** exceptions for research travel to countries or regions where there is difficulty in obtaining receipts. In such cases, the Treasury Board maximum meal allowances will apply. Note that meal receipts **are still required** for the portion of the travel in countries/cities where receipts are available.*

**A copy of this form must be attached to the travel claim(s) to which the exception applies.**

### 1. Please document the location of your travel

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### 2. Please describe why you require an exception to the requirement to obtain receipts for reimbursement of meals

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### 3. Please tell us the name and the position of the person(s) travelling

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### 4. Please document the Research Project Chart field funding this travel

Fund	Department	Project

### 5. Please document the dates of your travel

	yyyy/mm/dd		yyyy/mm/dd
Expected date of departure		Expected date of return	

### 6. Signatures required - This form must be signed by the Traveler

Traveler requesting exception	Dean Pre-Approval
With this form I request an exception to the travel policy requirement for original itemized receipts for meals expenses.	I have reviewed and approve this request for an exception to the travel policy requirement for original itemized receipts for meals expenses.
Applicant name and telephone number	Name
Signature	Signature
Date (must be prior to date of departure)	Date (must be prior to date of departure)