

Travel Advance Example

This example shows how the supporting documentation of an advance request should look.

Betty Smith – Travel Advance

Cover cost of airfare to Venice for attendance in the Advanced Seminar in the Humanities at VIU (*Business purpose of request*)

10/13/16-10/22/16 (*Dates of travel*)

Amount requested for advance: \$606.29 (Cost of round trip airfare)



RECEIPT OF AIRFARE

Vayama Ticket Confirmation/Receipt

1 message

vayama <noreply@vayama.com>

Sun, Sep 25, 2016 at 3:26 PM



Your Vayama Trip Id:

U1Q3BQ

Your Airline Confirmation Codes:
Turkish Airlines

UYJJJW

E-TICKET CONFIRMATION

Dear

Thank you for choosing Vayama on KAYAK. Below is the E-ticket confirmation and receipt for your trip. Please review the following for accuracy:

- Name of Traveler(s)
- Flight Details
- Price Summary

If you see any information that you feel is incorrect or that you have questions, please call our Customer Care Team at 1.888.740.5901. As an alternative to calling, you can send us an email at kcs@vayama.com. Please reference your Trip ID (shown above) when contacting Vayama.

Although you do not need this document to check-in at the airport, we recommend that you print a copy and carry it with you during your travels as a reference. It is not necessary to have the credit card used for this purchase at the time of check-in.

Airline Confirmation Code(s) and E-Ticket Number(s)

The following are the airline confirmation codes and airline phone numbers for your trip. You can use this information to select or change your seat assignments, and check-in online for your flights at the airlines website (if available).

Airline	Confirmation Codes	Phone Number
Turkish Airlines	UYJJJW	

Airline Ticket Numbers

Turkish Airlines (TK)

2357902786417

Travelers

Purchased By

1.

Your Itinerary

TK2
 Depart **New York J F Kennedy International Apt, US (JFK)**
 13-Oct-16 (Thu) 07:15p
 Arrive **Istanbul Ataturk Apt, TR (IST)**
 14-Oct-16 (Fri) 12:10p
 Turkish Airlines Flight Time 09hr 55min | Economy
 Aircraft Boeing 777-300ER
 Stops nonstop

TK1869
 Depart **Istanbul Ataturk Apt, TR (IST)**
 14-Oct-16 (Fri) 05:50p
 Arrive **Venice Marco Polo Apt, IT (VCE)**
 14-Oct-16 (Fri) 07:25p
 Turkish Airlines Flight Time 02hr 35min | Economy
 Stops nonstop

TK1868
 Depart **Venice Marco Polo Apt, IT (VCE)**
 22-Oct-16 (Sat) 09:25a
 Arrive **Istanbul Ataturk Apt, TR (IST)**
 22-Oct-16 (Sat) 12:50p
 Turkish Airlines Flight Time 02hr 25min | Economy
 Stops nonstop

TK11
 Depart **Istanbul Ataturk Apt, TR (IST)**
 22-Oct-16 (Sat) 06:10p
 Arrive **New York J F Kennedy International Apt, US (JFK)**
 22-Oct-16 (Sat) 10:15p
 Turkish Airlines Flight Time 11hr 05min | Economy
 Aircraft Airbus Industrie A330-300
 Stops nonstop

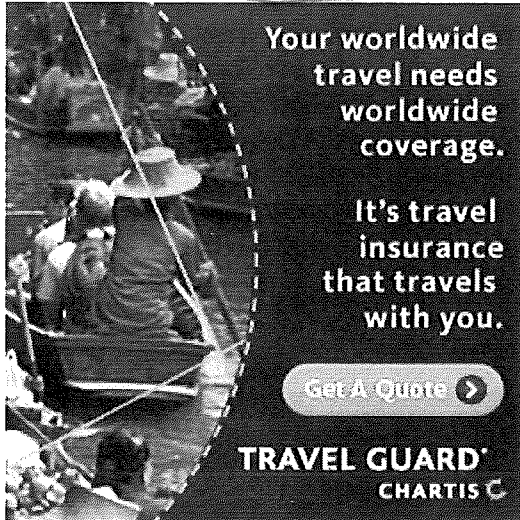
Price		Ticket Type
1 Adult(s)	\$ 145.00	E-ticket(s)
Taxes and agent-imposed Fees	\$ 461.29	

Total **\$ 606.29 USD**

NOTE: The Total displayed reflects the total cost of the original booking only and does not include any charges associated with subsequent changes.

Charges on your credit card

Turkish Airlines **\$ 606.29 USD**

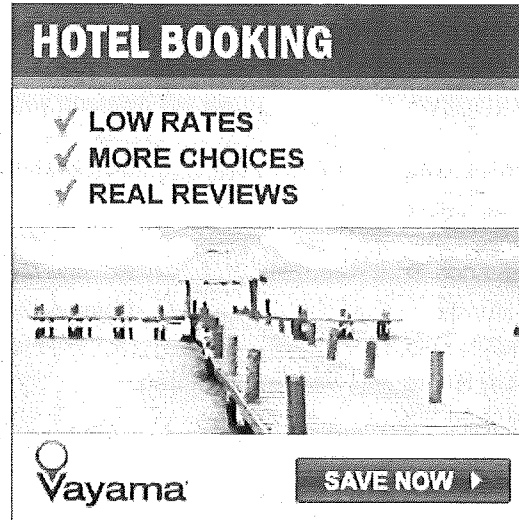


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Vayama

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View My Vayama Reservation

You can view and confirm your reservation anytime through the **my trip** section of www.vayama.com. Use the link below, or you can find **my trip** on the top menu of any Vayama web page.

<http://www.vayama.com/mytrip>

Check-In

With your departure date near we suggest you take advantage of the airline's online check-in option, if available. You can print your boarding pass up to 24 hours prior to your scheduled flight.

To get started, go to the website of the airline on which you will be departing. You will be asked for the passenger's name and airline confirmation code, which can be found on this email under the Airline Confirmation Codes section.

If online check-in is not an available option, call the airline directly for assistance. In advance of calling, have the Airline Confirmation code for the airline you are contacting and your Electronic Ticket Number(s) available as that will make it easier for the airline agent to access your booking details.

If you will be checking-in your baggage at the airport, you will still need to check-in with the airline at the airport. When going through the Security Checkpoint, you will need a government issued photo identification (ID) and the printed Boarding Pass.



FOR REFERENCE: Invitation to Seminar

Advanced Seminar in the Humanities: second session

Classics <classics@univiu.org>

Thu, Jul 14, 2016 at 4:54 AM

Dear students,

We hope you are doing fine and thriving. The time has come to remind you that we are going to meet again in Venice in about three months (**Check-in: Friday October 14; check-out: Saturday October 22**), and that you are required to present a paper centered on the topic that has been agreed upon with us and with your supervisors in the first session last December.

It is now high time that you pull yourselves together and produce a **first draft of your paper**: you should send it to your supervisors and to us by **mid August**, so that there will still be plenty of time to expand it, improve it, and turn it into a real blockbuster!

We are therefore urging you to get back in touch with your supervisor(s) and inform them about your work schedule. If someone has changed her/his topic in full agreement with the supervisor(s), you are kindly requested to notify the new title to the three of us (Silvia, Lucio and Willy).

Let us also remind you that the final version of your paper should not exceed 20 pages (spaced 1,5) including the bibliography, whereas the oral presentation should not last more than 15/20 mns. (maximum), leaving time for discussion. It is understood that if your paper is 15/20 pages long you will not have time to read it in full, but the unread sections may help you in the discussion. Please also note that a presentation will turn out livelier if you just do not read your text from the beginning to the end (unless you are doing something very technical).

We look forward to your reply, confirming the **title of your paper** and that you are frenzily working on it. You can address us for whatever query, question, doubt etc. you may come up with.

We also look forward to welcoming you back in Venice and to a good combination of scholarly fun and leisure time. In due time we will announce the names and topics of the invited speakers.

Warmest wishes,

Silvia, Lucio and Willy