

I, \_\_\_\_\_  
*Name*

\_\_\_\_\_ *Employee Number*

\_\_\_\_\_ *Position*

\_\_\_\_\_ *Department*

Check here if this travel includes an international destination and note the authorization requirement at the bottom of this form. A copy of this form must be sent to Human Resources at least 1 week prior to intended departure.

request permission to travel on College business

to \_\_\_\_\_  
*Destination*

on \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year returning on \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

for the purpose of \_\_\_\_\_  
*Reason for trip*

**The use of personal vehicles is strongly discouraged. Individuals choosing to drive their own vehicles are cautioned that the College's insurance will not cover costs in the event of an accident. The use of public transportation or rental vehicles is recommended wherever practical.**

If traveling by air, tickets are to be obtained through the College travel agent and charged to the College.

\_\_\_\_\_  
*Signature of employee*

\_\_\_\_\_  
*Date*

**\*Travel Advance Requested \$ \_\_\_\_\_**  
**(Minimum \$400)**

Travel approved by\*\*

\_\_\_\_\_  
*Signature of President* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Signature of Vice President* \_\_\_\_\_ *Date*

### Estimated Costs

Registration	\$ _____
Accommodation	\$ _____
Meals	\$ _____
Transportation (By bus, train, auto, airplane)	\$ _____
Miscellaneous	\$ _____
_____ (Please identify)	
<b>TOTAL</b>	<b>\$ _____</b>

\_\_\_\_\_  
*Signing Officer*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Date*

**\* Travel Advances will only be issued for travel outside North America.**

**\*\* All travel outside the country requires the approval of the appropriate Vice-President and the President. All travel outside the province and within Canada requires the approval of the Vice President. Travel within the province, as well as the Ottawa-Gatineau area, requires the supervisor's signature.**

### FINANCE USE ONLY

AP Voucher Number \_\_\_\_\_

Cheque Number \_\_\_\_\_ Date entered on Payroll System \_\_\_\_\_

Cheque Date \_\_\_\_\_ Entered by \_\_\_\_\_