

I, _____
Name

Position

Department

Employee Number

☐ 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)	_____
TOTAL	\$ _____

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 _____