

## TRAVEL AUTHORIZATION REQUEST FORM

\*\*\*Travel greater than 150km one way\*\*\*

I, \_\_\_\_\_  
Name Position Department

request permission to travel on College Business

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

Estimated Departure date: \_\_\_\_\_

Trip Duration: \_\_\_\_\_ days

for the purpose of \_\_\_\_\_

Reason for the trip

### Estimated Costs

Registration	\$ _____	Accommodations	\$ _____	Meals	\$ _____
Transportation	\$ _____	Other:	_____	\$ _____	
	(Bus, train, plane, mileage)		(Brief Description)		
<b>TOTAL</b>	<b>\$ _____</b>				

### Note:

- 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.
- When renting a vehicle it is recommended that insurance is purchased through the rental agency for all travel outside the Province of Ontario. The College's insurance can be used for all vehicle rental travel within the province of Ontario.

\_\_\_\_\_  
MANAGER – SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN/DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE PRESIDENT – SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRESIDENT – SIGNATURE

\_\_\_\_\_  
DATE

- PLEASE REFERENCE THE ATTACHED APPROVAL REQUIREMENTS FOR AUTHORIZATION TO TRAVEL
- ALL REQUIRED LEVELS OF APPROVAL MUST BE OBTAINED PRIOR TO SUBMISSION FOR PRESIDENT APPROVAL
- ELECTRONIC APPROVAL IS ACCEPTABLE

### REQUIRED FOR INTERNATIONAL TRAVEL ONLY

FEDERAL DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE TRAVEL WARNINGS HAVE BEEN CONFIRMED

NO TRAVEL WARNINGS

TRAVEL WARNING IN EFFECT

\_\_\_\_\_  
BRIEF DESCRIPTION

\_\_\_\_\_  
DIRECTOR, INTERNATIONAL

\_\_\_\_\_  
DATE

### 4.3 Approvals for Travel

	Within Ontario	North America (Canada & USA)	International
Chair	N/A	N/A	Treasurer
President	N/A	Board Chair	Board Chair
Employee	Supervisor	VP	President
Consultant	Manager	VP	President

Note that these are the levels for approving travel, not for approving any expenses related to travel.

#### 4.5.2 There is a process to follow for all people wishing to be reimbursed for travel expenses.

- Obtain prior written authorization required for travel. (**Travel for this purpose is considered greater than 150 km one-way**) Electronic approval is considered written approval for the purpose of this policy as long as the approver has sufficient information to make an informed decision. Employees should use the appropriate form if possible.
- If there is a change in your itinerary, you should:  
report any changes to your approver as soon as possible

4.0.7 In situations in which a claimant chooses to use their own vehicle, the amount reimbursable is the lesser of the kilometric claim or the costs of transportation using a rental or college vehicle, bus, train, taxi, airplane or other means of publicly available transportation.

### 4.6 International Travel

4.6.1 If travelling internationally (outside Canada and North America), in addition to the obligations set out elsewhere in this Policy, the following rules apply.

4.6.2 Requests for international travel must include:

- prior written approval ;
- acknowledgement that all appropriate approvals are in place;
- written rationale demonstrating critical value of travel for college priorities and interests, and details how the travel will produce a benefit for the college;
- documentation showing detailed itemization of anticipated expenses (note that the lowest cost and most reasonable method of travel must be used whenever possible);
- confirmation of any travel warnings by the Federal Department of Foreign Affairs and International Trade related to proposed travel.

4.6.3 On an international flight, business class seating may be permitted with prior approval of the President.