



Out-of-Province Travel Authorization Form

- Employees must have appropriate authorization before travel occurs.
- Employees must have a vendor number to complete form.
- Claims for expenses will be submitted on-line after returning from travel.

Name:	
Position:	
Destination:	
Service Centre Ticket # if requesting to bring IT Equipment	*Only required if travel Destination is outside of Canada
Date of travel:	
Purpose of travel:	
Benefit to your work at the Department:	
Challenges to your work if you don't attend:	
Estimate of travel costs:	<input type="radio"/> Covered by the organization - _____ <input type="radio"/> Covered by the province - \$ _____ <input type="radio"/> Number of days away from the office: _____
Other participants:	
APPROVED BY	
Deputy Head	<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Print)</div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">(SIGNATURE)</div> <div style="width: 20%; border-bottom: 1px solid black; text-align: center;">(DATE)</div> </div>
Chief of Staff	<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Print)</div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">(SIGNATURE)</div> <div style="width: 20%; border-bottom: 1px solid black; text-align: center;">(DATE)</div> </div>