

## TRAVEL AUTHORIZATION FORM

Name:

Department:

Leaving Campus On:

Returning to Campus On:

<b>Purpose of Travel:</b>	Conference (7912)	Meeting (7915)	Research (7916)
	Other	Regional (7911)	Course Delivery (7919)
<b>Name of Conference or Meeting etc:</b>			
<b>Destination/City:</b>	<b>Start Date:</b>	<b>End Date:</b>	

**List Additional Travelers:** (UNBC employees, spouses, students etc.) Include titles of UNBC employees. (This is to ensure that all travelers are accounted for in the Travel Alert System)

EXPENSES:	Fund	Org	Acct	Prog	Actv	Locn*	Currency	Est Cost
Airfare					2001			
Accommodation					2000			
Vehicle Rental					2005			
Registration					2007			
Per Diem/Meals					2002			
Taxi					2006			
Fuel					2008			
Mileage					2003			
<b>TOTAL:</b>								

\*LOCN is required for all UNBC employee travel. If you do not know your code, please contact

Accounts Payable

If you are using more than one fund/org/account, please fill in the breakdown details below:

Fund	Org	Acct	Prog	Actv	Loc	Amount

Employee Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: Ken Otter

Signature: \_\_\_\_\_ Date: 20 July 2023

Budget Holder: Ken Otter

Signature: \_\_\_\_\_ Date: 20 July 2023

Research Accounting (if applicable):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Attach copy to MasterCard reconciliation if any expenses are charged to your credit card.
- Attach copy to travel claim or travel advance requisition when submitting to Finance.
- Send a copy of this signed travel authorization to [safety@unbc.ca](mailto:safety@unbc.ca).

Note: This form is also to be used if paying for a non-UNBC employee's travel costs