

TRAVEL AUTHORIZATION FORM

Name:

Department:

Leaving Campus On:

Returning to Campus On:

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

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			
TOTAL:								

*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: Signature: _____ Date: _____

Budget Holder: Signature: _____ Date: _____

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.

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