



BRITISH
COLUMBIA

The Best Place on Earth

TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☐ Out-of-Province ☐ Out-of-Canada ☒ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Citizens' Services

VOTE

EMPLOYEE NAME

Jackie Campbell

EMPLOYEE ID.

142517

POSITION

Security Analyst

BARGAINING UNIT / GROUP NO.

Local 0601

BRANCH / LOCATION / REGION

Information Security Branch, 4000 Seymour Place, Victoria, BC

DATE DEPARTING

YYYY / MM / DD
2018/06/10

DATE RETURNING

YYYY / MM / DD
2018/06/11

NO. OF WORKDAYS AWAY

1

ESTIMATED OVERTIME CLAIM

0

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N/A, OR

DESTINATIONS

Vancouver, BC

METHOD OF TRAVEL

Ferry\

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

PMP Exam

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

2018/06/07

ESTIMATED COSTS (IN CAN. \$)

Transportation 76

Meals 50

Lodging 210

Overtime

Fees

Other Ferry 166

SUB TOTAL 502

Less Costs paid by others

TOTAL COSTS 502

FIN 99958 Rev 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Reset Form