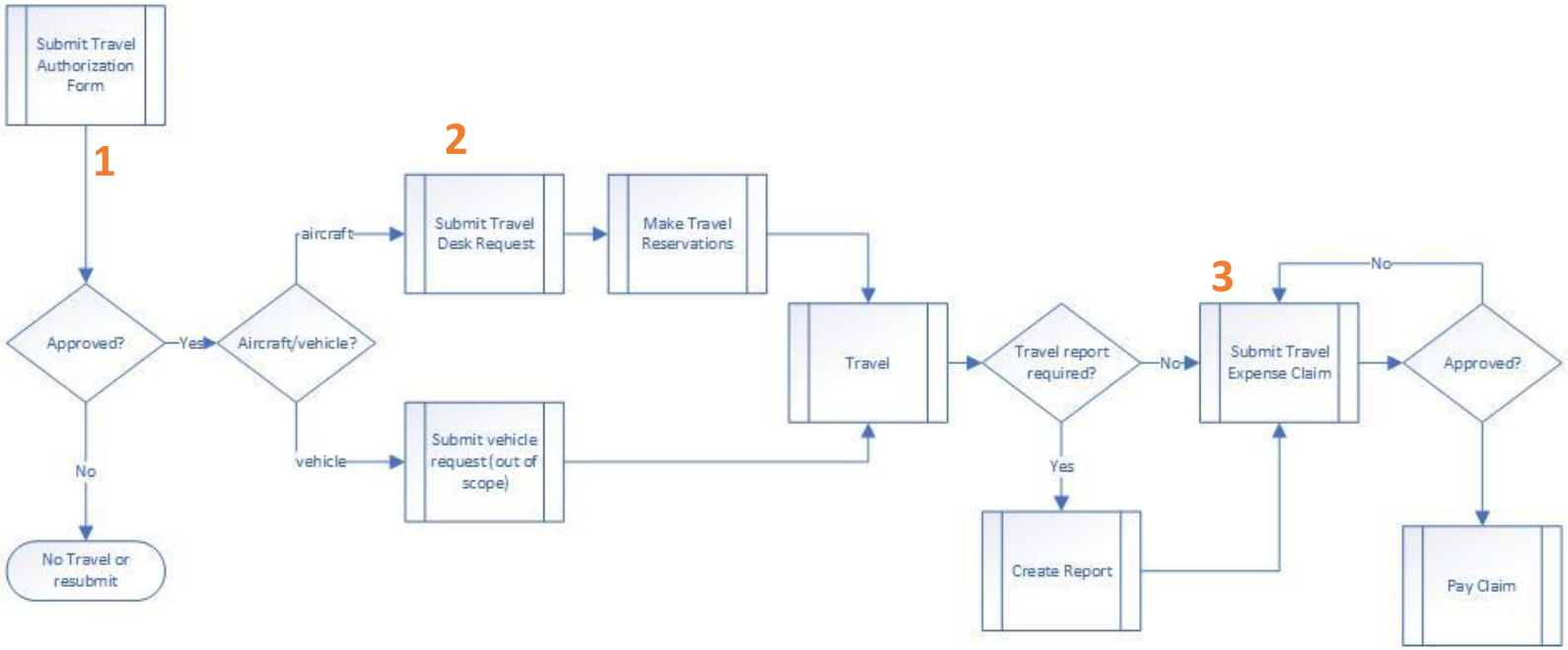
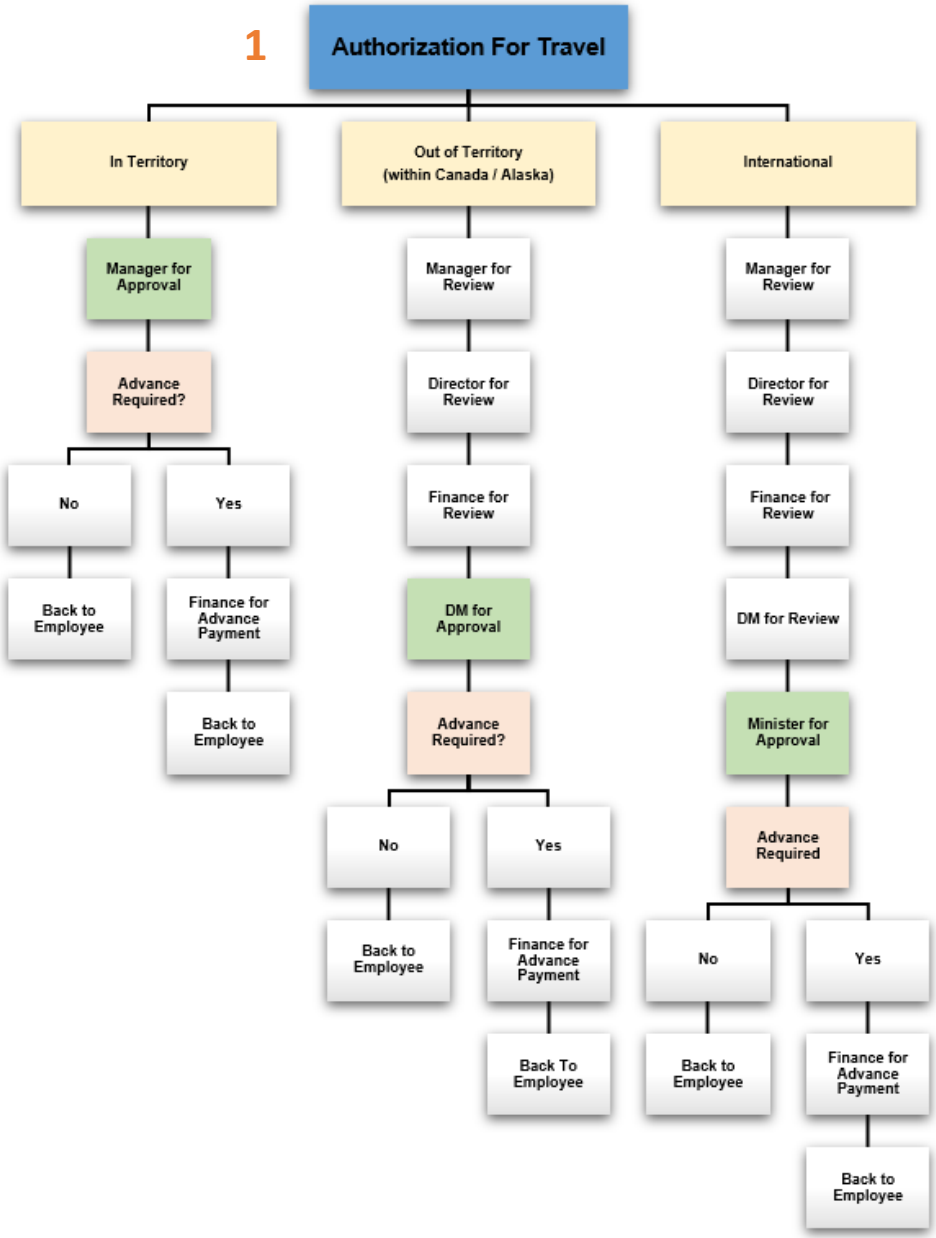
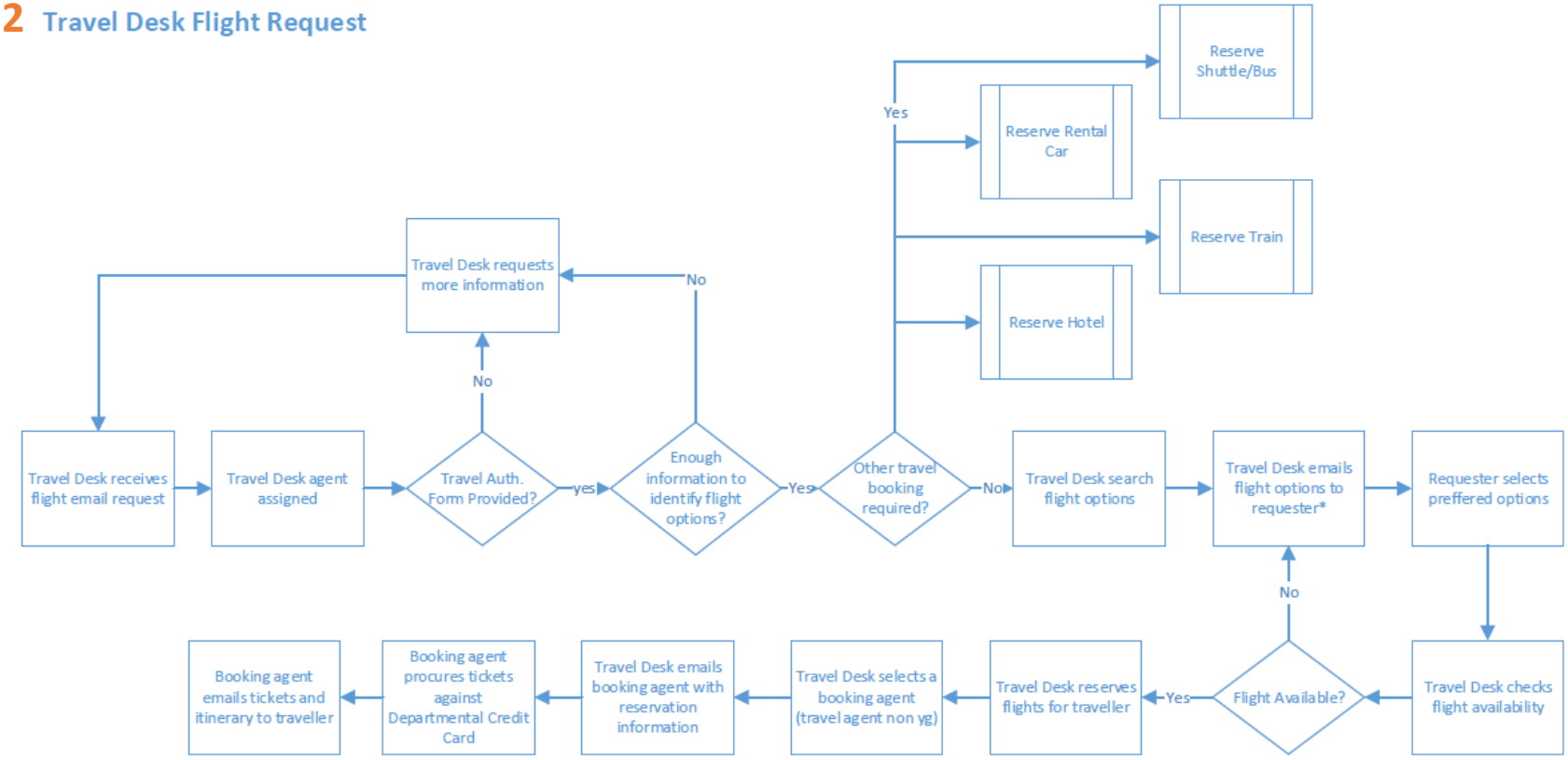

Submit Travel Authorization Form
1
Approved?
Yes
No
No Travel or resubmit
Aircraft/vehicle?
aircraft
vehicle
2
Submit Travel Desk Request
Make Travel Reservations
Submit vehicle request (out of scope)
Travel
Travel report required?
No
Yes
Create Report
3
Submit Travel Expense Claim
No
Approved?
Pay Claim

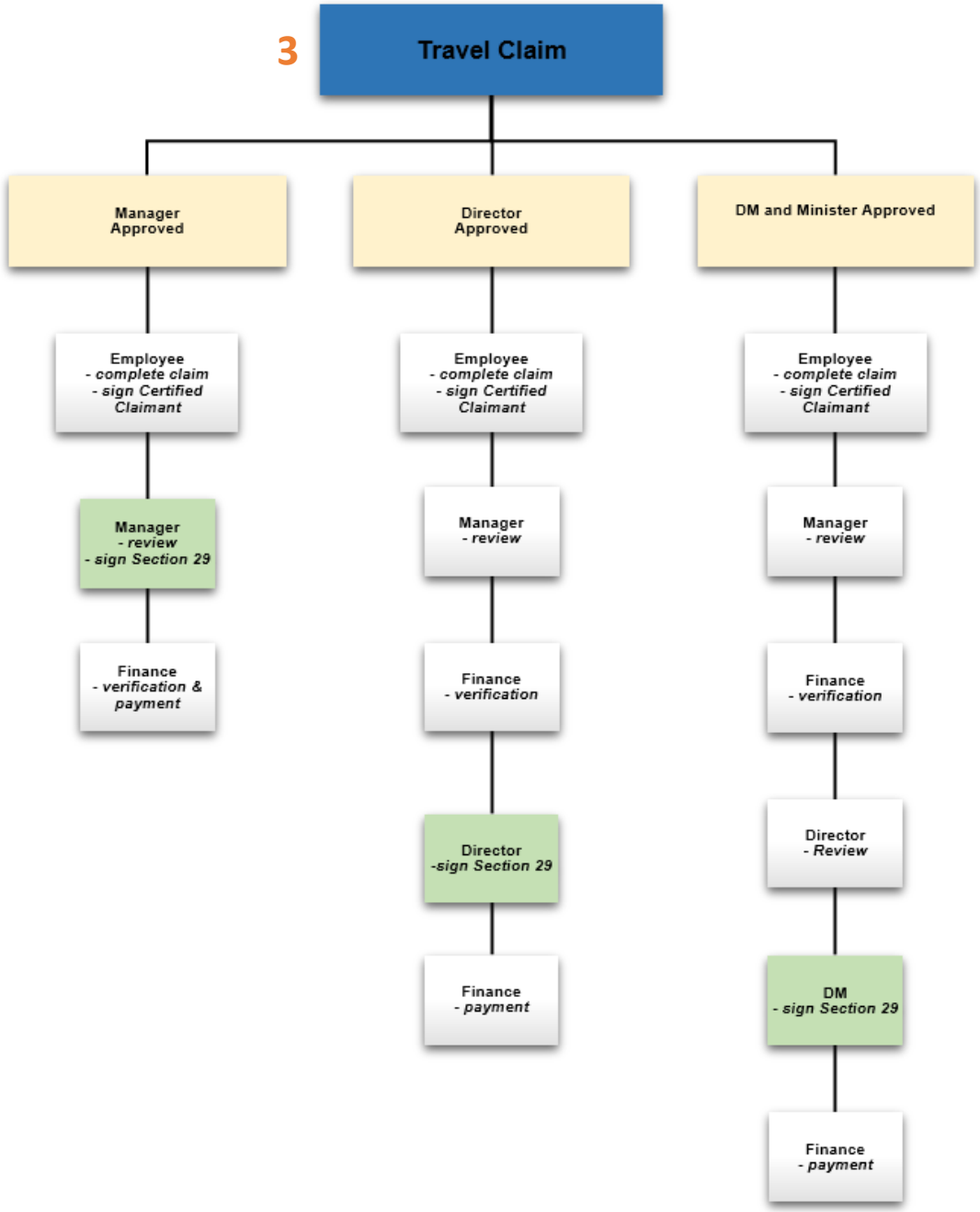
1


Authorization For Travel
In Territory
Out of Territory (within Canada / Alaska)
International
Manager for Approval
Advance Required?
No
Yes
Back to Employee
Finance for Advance Payment
Back to Employee
Manager for Review
Director for Review
Finance for Review
DM for Approval
Advance Required?
No
Yes
Back to Employee
Finance for Advance Payment
Back To Employee
Manager for Review
Director for Review
Finance for Review
DM for Review
Minister for Approval
Advance Required
No
Yes
Back to Employee
Finance for Advance Payment
Back to Employee

2 Travel Desk Flight Request



* requester may be traveller or a departmental delegate organizing travel on behalf of the traveller


3
Travel Claim
Manager Approved
Director Approved
DM and Minister Approved
Employee - complete claim - sign Certified Claimant
Manager - review - sign Section 29
Finance - verification & payment
Employee - complete claim - sign Certified Claimant
Manager - review
Finance - verification
Director -sign Section 29
Finance - payment
Employee - complete claim - sign Certified Claimant
Manager - review
Finance - verification
Director - Review
DM - sign Section 29
Finance - payment