



## My Travel

+ Travel Authorization

Phase	Location	Description	Start Date	End Date	Travel Auth Status	Travel Action
Travel Planning	Vancouver	Conference	12-May- 2023	14-May- 2023	Approved	Submit Travel Desk Request
Travel Approval	Vancouver	FN Finance meeting #3	12-Aug- 2023	14-Aug- 2023	Awaiting Director Approval	
Travel Approval	Edmonton	FN Finance meeting #4	12-Aug- 2023	14-Aug- 2023	Draft	
Travel Complete	Calgary	FN Finance meeting #1	12-Aug- 2023	14-Aug- 2023	Expense Claim	Submit Expense Claim
Travel Planning	Calgary	FN Finance meeting #1	12-Aug- 2023	14-Aug- 2023	Booked	View Itinerary
Travelling	Calgary	FN Finance meeting #1	12-Aug- 2023	14-Aug- 2023	Travelling	Add Expense
Travel Planning	Dawson	Field Work	12-Oct- 2023	14-Oct- 2023	Approved	Submit Pool Vehicle Request

Travel desks requests are only required for aircraft travel

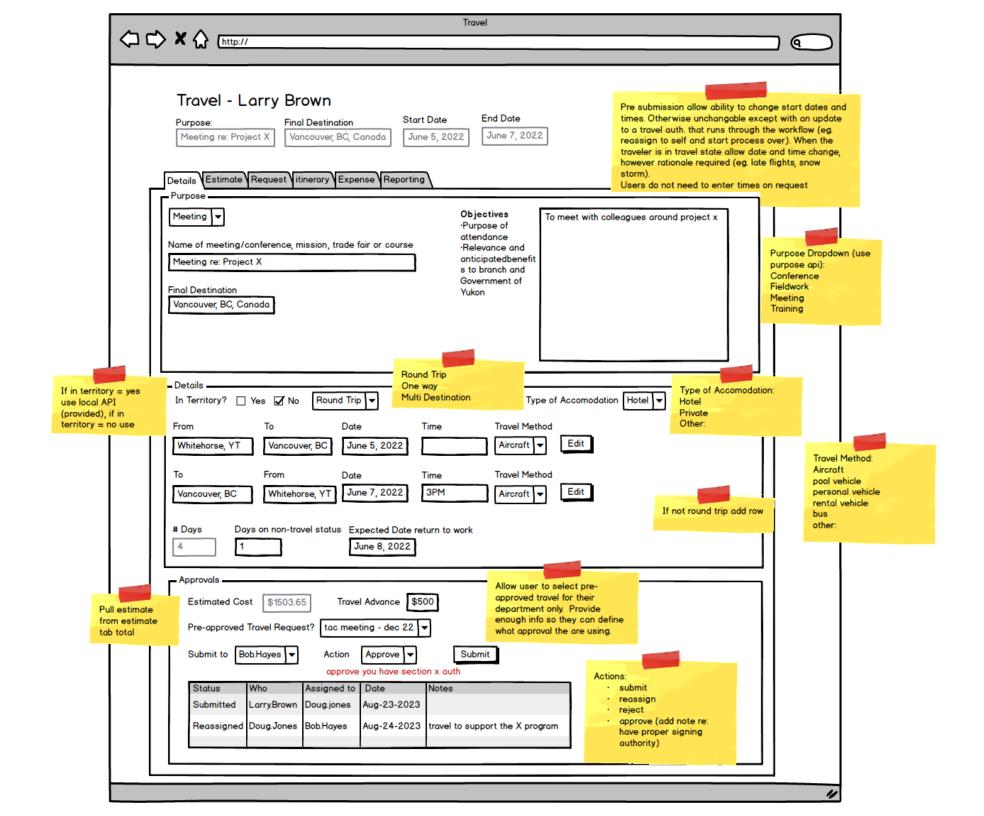


Any YG user will have access to this



Assigned approvers need a dashboard showing actions assigned to them.

Approvers need to see assignees upcoming travel and current travel on dashboard.









## Travel - Larry Brown

Purpose: Meeting re: Project X

**Final Destination** Vancouver, BC, Canada Start Date Start Time June 5, 2022

End Date End Time June 7, 2022

3PM

Details Estimate Request itinerary Expense Reporting

Add Estimate

ExpenseType	Description	Date	Amount	
Flights	Departure - Whitehorse - Vancouver	5-June-2022	\$350.00	Edit
Accomodations	Room Cost	5-June-2022	\$250.00	Edit
Meals & Incidentals	Full Day	5-June-2022	\$128.45	
Accomodations	Room Cost	6-June-2022	\$250.00	Edit
Meals & Incidentals	Full Day	6-June-2022	\$128.45	
Flights	Return - Vancouver - Whitehorse	7-June-2022	\$350.00	Edit
Meals & Incidentals	Breakfast/Lunch	7-June-2022	\$46.70	
		TOTAL	\$1503.65	

Automate calculations of travel items:

- · Perdiem as derived through travel dates and times. If no time assume full day rates
- If accomodation = Hotels based on \$250/night, if accomodation = private use accomodation allowance from api
- If travel method = aircraft based on number of segments 1 segment \$350. More than 1 segment \$1000
- if travel method = private vehicle calculate \$ using distance allowance from api and distance look-up api
- if travel method = pool write the line in the estimate no cost
- if travel method = rental write the line in the estimate no cost

