

APPLICATION:

NAME Mark Boots DEPT. Physics and Eng. Physics PHONE 966-6380
EMPLOYEE NUMBER 1616425 DEPARTURE DATE 29-Nov-07 RETURN DATE 4-Dec-07
DESTINATION Advanced Light Source - 1 Cyclotron Rd - MS6R2100 - Berkeley, CA 94720
PURPOSE Measurement of diffraction grating efficiencies for CLS REIXS beamline spectrometer
METHOD OF TRAVEL Airline
CFOAPAL 1-406895-1044-71003-8000
SPONSORING AGENCY _____

If the period of absence coincides with lectures, examinations, or other scheduled duties, please indicate the specific arrangements that have been made.

n/a

NAME OF ACTING REPLACEMENT n/a

Signature of Applicant



Date Dec. 21, 2007*

* This is a replacement for the form stuck in

APPROVAL: [Dept. Head or Dean OR Dean & Vice-President (if travel is for one month or longer)]

Alex's office.

Signature: _____

Date _____

Print Name: _____

Title: _____

DISTRIBUTION:

Signed Original: Department or College Office

Signed Copy: Approved Travel Agent (if applicable) ... see Air Travel Costs below

AIR TRAVEL COSTS:

To assist in making your travel arrangements, you have the option to have your flight costs charged directly to the CFOAPAL recorded above utilizing the University Corporate Travel credit card. To do this, please take a copy of this form to one of the approved travel agents listed in Appendix A of the Travel Guidelines at the following link:

http://www.usask.ca/fsd/guidelines-procedures/travel_expense/

The travel agent will make the flight arrangements for you and charge the flight to the University Corporate Travel Card. On a regular basis, the travel agent will submit the travel agent invoice, flight information, and copy of the Authority to Travel form to Payment Services. This information is processed and the charges are posted to the designated CFOAPAL.