

AUTHORITY TO TRAVEL

This form MUST BE completed for all Out-of-Province travel and all In-Province Tri-Council funded travel.

For assistance in completing this form please go to <http://www.usask.ca/fsd/resources/forms> and click on the help icon in the forms table.
This form is a fillable PDF, we recommend completing the form before printing to take advantage of field formats, defaults and drop-down lists;
then print the form and obtain the required signatures.

Name NSID UniFi Vendor Number (if known)

Department / College Name Phone

CFOAPAL - Required Coding					Optional Coding		\$ or % Split	Sponsoring Entity - name of organization paying for this trip or a portion of this trip. <input style="width: 250px; height: 30px;" type="text"/>
Cht(1)	Fund(6)	Org(4)	Acct(5)	Prg(4)	Acty(5)	Lctn(6)		

CFOAPAL Approval - Signature of Financial Manager(s) to charge fund(s) indicated, **if different than** the travel "**Authorization**" signature below: _____

Destination - City, Prov/State Country*

Destination Contact Phone / Cell Phone Departure Date Return Date

Purpose Purpose Description - name of class, collaborator & institution, committee, conference, seminar, etc.

Method of Travel

Absence from Duties - If the period of absence coincides with scheduled duties such as lectures, examinations, etc., please indicate the specific arrangements that have been made:

Name of Acting Replacement

Signature of Applicant _____ Date _____

Authorization(s): Grantee or Dept. Head or Dean **OR** Dean and Vice-President (if travel is for one month or longer)

Signature _____ Print Name _____

Title _____ Date _____

Vice-President's Signature _____ Vice-President's Name _____

Vice-President's Title _____ Date _____

Distribution: Original: To be attached to the Travel Expense Claim form upon completion of the trip.
Copy: Department or College Office - to be kept on file for a minimum period of 3 months after the completion of a trip.
Copy: Approved Travel Agent (if applicable) ... see **Air Travel Costs below.

*** Country:** For destinations other than Canada, consult the Procedures and Guidelines for "International Travel Risk Management-Academic Mobility Programs" available at <http://www.usask.ca/rmis/risk/international/procedures.pdf> and complete Appendixes A and C, if applicable. (See 'help' document for general information.)

**** Air Travel Costs:** To assist you in making your travel arrangements and to arrange to have your flight costs charged directly to the CFOAPAL recorded above, you must take or send a copy of this form to one of the approved travel agents listed in Appendix A of the Travel Expense Guideline at: <http://www.usask.ca/fsd/resources/guidelines> The travel agent will make the flight arrangements and the costs will be charged to the University CFOAPAL noted above.