

# 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.