

TRAVEL AUTHORIZATION FORM

Name: _____ Department: _____
 Leaving Campus On: _____ Returning to Campus On: _____

Purpose of Travel:	Conference (7912)	Meeting (7915)	Research (7916)
	Other	Regional (7911)	Course Delivery (7919)
Name of Conference or Meeting etc:			
Destination/City:	Start Date:	End Date:	

List Additional Travelers: (UNBC employees, spouses, students etc.) Include titles of UNBC employees. **(This is to ensure that all travelers are accounted for in the Travel Alert System)**

EXPENSES:	Fund	Org	Acct	Prog	Actv	Locn*	Currency	Est Cost
Airfare					2001			
Accommodation					2000			
Vehicle Rental					2005			
Registration					2007			
Per Diem/Meals					2002			
Taxi					2006			
Fuel					2008			
Mileage					2003			
Other					2004			
TOTAL:								

*LOCN is required for all UNBC employee travel. If you do not know your code, please contact Accounts Payable

If you are using more than one fund/org/account, please fill in the breakdown details below:

Fund	Org	Acct	Prog	Actv	Loc	Amount

Employee Name: _____ Signature: _____ Date: _____
 Supervisor Name: _____ Signature: _____ Date: _____
 Budget Holder: _____ Signature: _____ Date: _____

Research Accounting (if applicable): _____ Signature: _____ Date: _____

- Attach copy to MasterCard reconciliation if any expenses are charged to your credit card.
- Attach copy to travel claim or travel advance requisition when submitting to Finance.
- UNBC Employees are to send a copy of this signing authority form to **safety@unbc.ca**.

Note: This form is also to be used if paying for a non-UNBC employee's travel costs