



FIN 504 – Appendix D Travel Out of Province Form

Part 2: Out of Province/Country Travel Request

Any College employee who is required to travel outside of Ontario or out of country on College business must complete this form and provide the items listed below to a Vice-President or College President for approval.

Participant's Name

Date

- Promotional information supporting the request (e.g. brochures, agendas etc.)
- Letter from participant outlining the purpose of the request related to college business and why it is required to go out of province or out of country
- Letter of support from current supervisor
- Approval to Travel Form indicating the estimated travel costs

Out of Province Travel:

Approval by Vice-President

Date

Out of Country Travel:

Approval of President

Date