

AUTHORITY TO TRAVEL

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

Questions can be directed to ConnectionPoint at (306) 966-2000 or by emailing ConnectionPoint@usask.ca.

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.
Cht(1)	Fund(6)	Org(4)	Acct(5)	Prg(4)	Acty(5)	Lctn(6)		
								<input style="width: 250px; height: 30px;" type="text"/>

Destination - City, Prov/State Country* Destination Phone / Cell Phone

Departure Date Return Date # of Personal Days Method of Travel Purpose

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

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

Authorization(s): Grantee or Dept. Head or Dean **OR** Dean **and** Vice-President (if trip is related to a faculty position and 30 days or longer)

Certification: I hereby certify the above travel is related to professional, teaching, research or service activities of the University of Saskatchewan. To the best of my knowledge, any expenses on this form identified as Tri-Agency related charges meet eligibility and compliance requirements of the Tri-Agency and the University.

Signature of Applicant _____ Date _____

Approver Signature _____ Print Approver Name _____

Approver Title _____ Date _____

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

Vice-President's Title _____ Date _____

Institutional Approval (only required if any expenses will be charged to a Tri-Agency fund)

Institutional Approver Signature _____ Print Name _____ 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: Preferred Travel Agent, Vision Travel (if applicable) for flight bookings.

*** 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 Vision Travel. Call 639-638-0134, 1-855-515-6746, or email uofs@visiontravel.ca.

Student Travel: All students going on international U of S approved/funded trips must complete certain requirements prior to departure. Visit the International Student and Study Abroad Centre (ISSAC) website: <http://students.usask.ca/academics/go-abroad.php>.