

APPENDIX G: Travel Approval and Insurance Information

Authority to Travel Forms for Faculty and Staff

- An [Authority to Travel](#) form must be completed in advance of all **Out-of-Province travel and In-Province Tri-Council funded travel** and attached to the Travel Expense Claim form when it is submitted.
- Although for in-Province, non-Tri-Council-funded travel, an Authority to Travel form is **not** required by the University, **our College does require that faculty and staff complete this form** to satisfy internal financial management processes and to serve as a communication tool for the Dean and College Office staff.
 - Please note that this requirement applies to travel within Saskatoon, with the exception of Royal University Hospital, to attend conferences, conduct research, etc.
 - For regularly scheduled teaching, field research trips, clinical practice obligations, only one form needs to be completed during a term or academic year, indicating the schedule of the trips to be undertaken (eg, travel to City Hospital every Wednesday).
- The Authority to Travel form can be found in the College Office, in a folder to the left of the fax machine, or at www.usask.ca/fsd/resources/guidelines/travel_expense_guidelines.php#forms. Please submit the form to Jackie Huck, Secretary to the Dean, College of Pharmacy and Nutrition Office.

Student Travel Insurance for Graduate and Undergraduate Students

- Faculty instructors and supervisors are asked to please advise graduate and undergraduate students that they must complete a **Student Travel Insurance Form** if travelling within the Province, country or internationally, and submit to Jackie Huck, Secretary to the Dean. If students are going to be reimbursed in full or in part for their travel costs, they must also submit an Authority to Travel form to Jackie, in to receive reimbursement.
- If students are travelling within the city for activities related to course work, instructors should give the travel information to Jackie, who will complete a **Student Travel Insurance Form** for the activities and attach the class list to the form, indicating which students are taking part.