



TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
It may, at the discretion of ministries, be used for in-province travel requests.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)			VOTE	
Energy, Mines and Low Carbon Innovation				
EMPLOYEE NAME		EMPLOYEE ID.		
Josie Osborne		s.22		
POSITION		BARGAINING UNIT / GROUP NO.		
Minister				
BRANCH / LOCATION / REGION				
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM	
2023/05/24	2023/06/03	7	0 HOURS	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS				
<input checked="" type="checkbox"/> N/A, OR: N/A				
DESTINATIONS				
Tokyo and Korea				
ESTIMATED COSTS (IN CAN. \$)				
Transportation 10600				
Meals 400				
Lodging 3850				
Overtime 0				
Fees				
Other <u>other tra</u> 300				
SUB TOTAL 15150				
Less Costs paid by others				
TOTAL COSTS 15150				

METHOD OF TRAVEL Flight	SIGNATURES Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY		
	DIRECTOR		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	ASSISTANT DEPUTY MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. Asia trade mission with Premier and other Ministers	DEPUTY MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	MINISTER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD	
EMPLOYEE'S SIGNATURE	DATE SIGNED YYYY / MM / DD		

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Reset Form

PREMIER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY/MM/DD

TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.
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☐ Out-of-Province
 ☒ Out-of-Canada
 ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)		VOTE
Energy, Mines and Low Carbon Innovation		
EMPLOYEE NAME		EMPLOYEE ID.
Andrew Cuddy		s.22
POSITION		BARGAINING UNIT / GROUP NO.
Chief of Staff		
BRANCH / LOCATION / REGION		

DATE DEPARTING YYYY / MM / DD 2023/05/26	DATE RETURNING YYYY / MM / DD 2023/06/03	NO. OF WORKDAYS AWAY 5	ESTIMATED OVERTIME CLAIM 0 HOURS
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IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N/A, OR:

DESTINATIONS

Tokyo, Korea

METHOD OF TRAVEL

Flight

PURPOSE OF TRAVEL
Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

Supporting Minister for Asia trade mission with Premier

EMPLOYEE'S SIGNATURE

DATE SIGNED
YYYY / MM / DD

SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.
PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)	
Transportation	10,600
Meals	400
Lodging	3,850
Overtime	
Fees	
Other <u>other tra</u>	300
SUB TOTAL	15,150
Less Costs paid by others	
TOTAL COSTS	15,150

Reset Form

Instructions for the *Travel Authorization Form (FIN 099)*

Every employee requesting approval for out-of-province and out-of-Canada travel will complete form TB/FIN 99 in full.

Purpose of Travel – include a clear statement of the reason for the proposed travel.

Estimated Costs (in Can. \$) – provide an approximate calculation of the total costs to be incurred.

Approval Authorities – required by CPPM 10.3.4 policy 1 (per TB Directive 4/04):

- approvals for staff are made by their respective director;
- approvals for directors and executive directors are made by the assistant deputy minister of the program area;
- approvals for assistant deputy ministers are made by the executive financial officer for the ministry;
- for approval requirements for ministers, parliamentary secretaries, deputy ministers and ministers' office staff, refer to CPPM 10.4.4.

Where approval is obtained, the immediate program area retains copy 3 (pink) and copies 1 (white) and 2 (canary) are returned to the originator.

Request for Expense Reimbursement

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.