





## **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.