



## 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

ESTIMATED COSTS (IN CAN. \$)	
Transportation	1,800
Meals	400
Lodging	1,500
Overtime	
Fees	
Other Taxi	400
SUB TOTAL	4,100
Less Costs paid by others	
TOTAL COSTS	4,100

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

VOTE

GCPE

EMPLOYEE NAME

EMPLOYEE ID.

Anish Dwivedi

POSITION

BARGAINING UNIT / GROUP NO.

Senior Events Coordinator

BRANCH / LOCATION / REGION

Premier's Vancouver Office (PVO)

DATE DEPARTING

YYYY / MM / DD

2015/11/24

DATE RETURNING

YYYY / MM / DD

2015/12/03

NO. OF WORKDAYS AWAY

6

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N/A, OR:

DESTINATIONS

PARIS FRANCE

METHOD OF TRAVEL

Air

### SIGNATURES

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

PURPOSE OF TRAVEL

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

To advance the Premier's visit to COP21 and arrange logistical requirements as well as manage movements in Paris

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

- Kelly Gleeson

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

2015/11/19

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

2015/11/20

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

EMPLOYEE'S SIGNATURE

DATE SIGNED  
YYYY / MM / DD

Anish Dwivedi 2015/11/18

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

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MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

Government Communications and Public Engagement

VOTE

EMPLOYEE NAME

Kyle Surovy

EMPLOYEE ID.

s.22

POSITION

Visual Communications Officer

BARGAINING UNIT / GROUP NO.

BRANCH / LOCATION / REGION

Vancouver, B.C.

DATE DEPARTING

YYYY / MM / DD  
2015/11/28

DATE RETURNING

YYYY / MM / DD  
2015/11/03

NO. OF WORKDAYS AWAY

4

ESTIMATED OVERTIME CLAIM

0

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☐ N / A, OR:

DESTINATIONS

Paris, France

METHOD OF TRAVEL

Plane

### SIGNATURES

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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

EMPLOYEE'S SIGNATURE

DATE SIGNED  
YYYY / MM / DD

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