




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
Jobs, Economic Development and Innovation			
EMPLOYEE NAME		EMPLOYEE ID.	
Fazil Mihar			
POSITION		BARGAINING UNIT / GROUP NO.	
Deputy Minister		Group 3	
BRANCH / LOCATION / REGION			
TBC			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2023/05/23	2023/06/03	9	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS			
<input type="checkbox"/> N/A, OR:			
DESTINATIONS			
Japan, South Korea, Vietnam			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	5,965
Meals	2,397
Lodging	3,768
Overtime	
Fees	
Other taxi, etc.	1,050
SUB TOTAL	13,180
Less Costs paid by others	
TOTAL COSTS	13,180

METHOD OF TRAVEL	SIGNATURES Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY																																						
Air																																							
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. Minister's mission to Asia. Project # 5143074. See attached program and rationale.	<table border="1"> <tr> <th colspan="3">DIRECTOR</th></tr> <tr> <td>APPROVED</td><td>NOT APPROVED</td><td>DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <th colspan="3">ASSISTANT DEPUTY MINISTER</th></tr> <tr> <td>APPROVED</td><td>NOT APPROVED</td><td>DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <th colspan="3">DEPUTY MINISTER</th></tr> <tr> <td>APPROVED</td><td>NOT APPROVED</td><td>DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <th colspan="3">MINISTER</th></tr> <tr> <td>APPROVED</td><td>NOT APPROVED</td><td>DATE SIGNED YYYY / MM / DD</td></tr> <tr> <td></td><td></td><td>2023/04/25</td></tr> </table>			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			2023/04/25
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																																					
		2023/04/25																																					
EMPLOYEE'S SIGNATURE	DATE SIGNED YYYY / MM / DD																																						

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

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.

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)

Ministry of Jobs, Economic Development and Innovation

EMPLOYEE NAME

Brenda Bailey

POSITION

Minister

BRANCH / LOCATION / REGION

TBC

DATE DEPARTING

YYYY / MM / DD
2023/05/23

DATE RETURNING

YYYY / MM / DD
2023/06/03

NO. OF WORKDAYS AWAY

9

ESTIMATED OVERTIME CLAIM

HOURS

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

☐ N/A, OR:

DESTINATIONS

Japan, South Korea, Vietnam

METHOD OF TRAVEL

Air

PURPOSE OF TRAVEL

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

Minister's mission to Asia. Project # 5143074. See attached program and rationale.

EMPLOYEE'S SIGNATURE

Brenda Bailey

DATE SIGNED
YYYY / MM / DD

2023/04/24

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	11,596
Meals	2,397
Lodging	3,768
Overtime	
Fees	
Other taxi, etc.	1,050
SUB TOTAL	18,811
Less Costs paid by others	
TOTAL COSTS	18,811

Reset Form

PREMIER		
APPROVED	NOT APPROVED	DATE SIGNED YYYY/MM/DD
<i>[Signature]</i>		2023/04/24

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
Ministry of Jobs, Economic Development and Innovation			
EMPLOYEE NAME		EMPLOYEE ID.	
Jagrup Brar			
POSITION		BARGAINING UNIT / GROUP NO.	
Minister of State		Group 4	
BRANCH / LOCATION / REGION			
TBC			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2023/05/23	2023/06/03	9	

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

☐ N/A, OR:

DESTINATIONS

Japan, South Korea, Vietnam

METHOD OF TRAVEL

Air

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

Minister's mission to Asia. Project # 5143074. See attached program and rationale.

EMPLOYEE'S SIGNATURE

Jagrup Brar

DATE SIGNED
YYYY / MM / DD

2022/04/24

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	11,596
Meals	2,397
Lodging	3,768
Overtime	
Fees	
Other <u>taxi, etc.</u>	1,050
SUB TOTAL	18,811
Less Costs paid by others	
TOTAL COSTS	18,811

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
<i>[Signature]</i>		2023/04/24

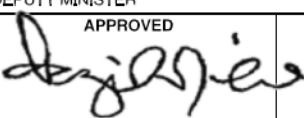
TRAVEL AUTHORIZATION

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
Jobs, Economic Development and Innovation			
EMPLOYEE NAME		EMPLOYEE ID.	
Will Hoyle		s.22	
POSITION		BARGAINING UNIT / GROUP NO.	
Executive Director, International Trade and Investment Office		Group 2	
BRANCH / LOCATION / REGION			
International Trade and Investment Operations			
DATE DEPARTING YYYY / MM / DD	DATE RETURNING YYYY / MM / DD	NO. OF WORKDAYS AWAY	ESTIMATED OVERTIME CLAIM HOURS
2023/05/23	2023/06/03	9	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS			
<input type="checkbox"/> N / A, OR:			
DESTINATIONS			
Vietnam, Japan, South Korea			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	5,965
Meals	2,204
Lodging	3,768
Overtime	
Fees	
Other <u>taxi, etc.</u>	1,050
SUB TOTAL	12,987
Less Costs paid by others	
TOTAL COSTS	12,987

METHOD OF TRAVEL	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. Minister's mission to Vietnam, Japan, South Korea. See attached program for rationale.	DIRECTOR		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	see eApprovals		
	ASSISTANT DEPUTY MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	see eApprovals		
	DEPUTY MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
			
	MINISTER		
EMPLOYEE'S SIGNATURE	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD

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.


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) Jobs, Economic Development and Innovation			VOTE
EMPLOYEE NAME Will Hoyle			EMPLOYEE ID. s.22
POSITION Executive Director, International Trade and Investment Office		BARGAINING UNIT / GROUP NO. Group 2	
BRANCH / LOCATION / REGION International Trade and Investment Operations			
DATE DEPARTING YYYY / MM / DD 2023/04/11	DATE RETURNING YYYY / MM / DD 2023/04/22	NO. OF WORKDAYS AWAY 9	ESTIMATED OVERTIME CLAIM <div style="text-align: right;">HOURS</div>
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS <input type="checkbox"/> N / A, OR:			
DESTINATIONS Vietnam, Japan, South Korea			

ESTIMATED COSTS (IN CAN. \$)	
Transportation	4,674
Meals	2,204
Lodging	3,768
Overtime	
Fees	
Other <u>taxi, etc.</u>	1,050
SUB TOTAL	11,696
Less Costs paid by others	
TOTAL COSTS	11,696

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. Advance for the Premier's mission to Asia. Project # 5143074.	DIRECTOR		
	APPROVED See eApprovals	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	ASSISTANT DEPUTY MINISTER		
	ASSISTANT DEPUTY MINISTER		
	APPROVED See eApprovals	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	DEPUTY MINISTER		
	DEPUTY MINISTER		
	APPROVED 	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	MINISTER		
EMPLOYEE'S SIGNATURE	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD

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.