

Nunavut Arctic College Travel Within Canada Policy

POLICY

Inter-territorial and inter-provincial travel requires the written approval of the President.

PRINCIPLE

The Board of Governors of Nunavut Arctic College recognizes the need for Nunavut Arctic College staff to travel into southern Canada to liaise with colleagues and attend conferences.

PROCEDURE

1. Prior to departure staff are required to obtain approval of the President for all travel outside of Nunavut.

G.16 Travel within Canada
 Administration and Management
 Nunavut Arctic College



TRAVEL AUTHORIZATION

Travel Expense Claim #

General Information

Name of Traveler: _____ Employee Student Contract

Region: _____ Division: _____ Location: _____ Number of Days: _____

Purpose of Travel (JUSTIFY NEEDS): _____

Travel Itinerary (Include from trip; Complete Taxes and Accommodation Warrant sections if they are used)

Date	Times (24 hour)		Location			Location			Accommodation	
	Dep	Arrive	From	Via	To	Room/Class	Warrant #	Cost	Name	Cost
1. Total Transportation									2. Total Accommodation	

Other Expenses and Total Estimated Costs

Meals and Incidental: _____
 Other: _____
 Other: _____

3. Total Other Expenses: _____

4. Total Estimated Travel Cost: _____
 [1 + 2 + 3]

5. Costs Charged to Budget: _____

Non-Standard Items / Advance Request (Complete only if Required)

Vehicle Rental Requested By: Traveller Employer

Private Vehicle Requested By: Traveller Employer

Type: Compact Other

Rate (c/km): _____

Overtime Hours Authorized: Yes No

Justification for Non-standard Items / Personal Travel (Indicate dates travel begins and ends): _____

I acknowledge and accept the terms and conditions of the Government of Nunavut travel policy.

Traveller: _____ Date: (yy/mm/dd)

NOTE: Advances must be accounted for within 10 days of completion of travel.

Total Advance Requested: _____

* Reference: Collective Agreements Per Diem, Duty Travel Directives

Supervisor's Approval

Name and Title: _____

Signature: _____ Date: (yy/mm/dd)

President's Approval (Southern Travel)

Signature: _____ Date: (yy/mm/dd)

Instructions

1. Complete all sections;
2. Obtain required approvals;
3. Submit to Travel Warrant Custodian for preparation of Travel Warrant;
4. If an advance is requested submit to Finance Division 7 - 10 days prior to departure;
5. Submit with completed Travel Expense Claim to Finance Division.