

**Appendix C****TRAVEL APPROVAL  
REQUEST FORM**

Approval required for (Name, Title): \_\_\_\_\_

Destination: \_\_\_\_\_

Travel dates: \_\_\_\_\_

\_\_\_\_\_

Explanation for travel: \_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Permission to Travel approved by:

Supervisor

Signature	Date

Vice-President

Signature	Date

President

Signature	Date

Approvers:

Ontario (Supervisor)

Canada (VP)

International (President)