

## CNC INTERNATIONAL TRAVEL APPROVAL FORM

All international travel, including travel to the United States, must be approved by the College President. After you have completed this form, send the electronic version to your supervisor, who will forward to the President for approval. Your supervisor will notify you when your travel has been approved by the President.

Name: \_\_\_\_\_

Department / School: \_\_\_\_\_

Position: \_\_\_\_\_

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

Purpose of travel: \_\_\_\_\_

Expected outcome: \_\_\_\_\_

Dates: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Budget Code: \_\_\_\_\_

You will need to submit a CNC Travel form itemizing costs after international travel is approved. All CNC employees travelling abroad must be familiar with and adhere to all relevant College policies and procedures, including Travel and Expense Claims (AD-F-2.09) and Commercial Card (C-Card, AD-F.2.14).

Emergency Contact (Name & contact details): \_\_\_\_\_

Signed / Approval by Direct Supervisor:

Signed / Approval by Executive Member

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed / Approval by President:

\_\_\_\_\_

Print Name: \_\_\_\_\_

**Note 1:** You are required to register with Global Affairs Canada for any travel outside the USA or Canada. Send a copy of your registration within one week of approval to your supervisor. <http://travel.bc.ca/travelling/registration>

**Note 2:** Medical Travel insurance is automatically applied for all CNC employees under Manulife. It is up to the traveler to purchase separate cancellation travel insurance.