



Request for Approval for Individual Travel Outside Ontario

(Note: If you are travelling with students you still need to fill out this Individual Travel Form)

Name:

School/Department:

Telephone Extension:

e-mail:

Passport Country & Number: (for travel outside Canada ONLY)

Name of event/activity: (Include locations, dates and contact phone number.) If travelling to multiple locations please attach itinerary.)

Detail the reason for participation and how it relates to your role at Humber:

For faculty – If travel is during a teaching period, outline how your classes will be covered:

Identify all costs and indicate source of funding (registrations, travel expenses, hotel, etc.). Indicate total (all-in) estimate: For meals and incidentals and other information visit: <http://www.humber.ca/procedures/expense-reimbursement-procedure>

Conference/Registration Fee (if applicable)	
Travel Cost	
Accommodations	
Meals and Incidentals	
Other (specify)	
TOTAL ESTIMATED EXPENSE/COST:	

Recommendation by:

Approval by:

Dean/Department Head

Vice President

Date: _____

Date: _____

*Once this form has been approved/signed by the Vice President a copy will be returned to the Dean/Department Head. As well please fill out the "Travel Insurance Assistance Request" located on the next page.

Travel Insurance Assistance Request

(This insurance is free for faculty/staff for the first 45 days, and anything over this will be charged back to the schools/departments.

Also please note that is an add on to your existing Sun Life benefits)

Complete this form and return with your *Request for Approval for Individual Travel Outside of Ontario*. Once your request for travel has been approved we will forward a signed copy of the *Travel Insurance Assistance Request* form to Christine Adam, Financial Services & Planning – Room B311K – North Campus.
**To allow for adequate processing time please return completed form at least one week prior to scheduled travel departure date.

Current date:

Name:

Department/School:

Campus:

Telephone extension:

Email:

Trip Start Date:

Trip End Date:

Trip Location:

Date of Birth:

OHIP Number:
