

SUBJECT: TRAVEL AUTHORIZATION

A Travel Authorization Form is required for all travel associated with UNBC, including Research grants. This includes air as well as ground travel, accommodations, car rentals, registration fees, and per diems. The form must be completed, signed and submitted to the appropriate Supervisor for final approval PRIOR to any arrangements being made.

Please complete the Travel Authorization Form as follows:

- Name
- Fund, Org, Account
- Date of Travel
- Date of Return to Campus
- Purpose of Trip
- Travel Itinerary and Dates
- Amount to be reimbursed to UNBC - Please indicate the amount of reimbursement you will receive from the external source.
- Source of Reimbursement - Please indicate the source that will be providing the reimbursement.

Once you have received the approved Travel Authorization Form, you will require 3 copies:

- a) Supervisor
- b) Purchasing or Accounting
- c) Your Files

1. To be Charged to Credit Card - "YES"

If you are using your personal Credit Card, AMEX Corporate Credit Card, or UNBC Procurement Card (for Research Grant holders only), mark an "X" in the space provided.

Continue with the following procedure once the approved Travel Authorization Form has been returned to the appropriate Supervisor.

Make your travel arrangements through Carlson/Wagonlit Travel, Marlin Travel and Seven Seas Travel (UNBC Preferred Agents).

Advise them that the total cost of the travel will be charged to your personal Credit Card, AMEX Corporate Card or UNBC Procurement Card (they will ask you to verify the Credit Card number and the expiry date). The airfare will be charged directly to your choice of Credit Card and will show up on your next operating statement.

Reservations will be made by Carlson Wagonlit, Marlin Travel or Seven Seas Travel for accommodations and car rentals, however, you will have to present your Credit Card for payment, upon completion of your stay or for the use of the rental car.

Ensure that all of the receipts for the transactions are attached to the statement, with a copy of the signed Travel Authorization Form. Submit this form, along with receipts, to the appropriate Supervisor for approval. The form will be forwarded to the Accounting Department.

2. To be Charged to Credit Card - "NO"

If you are not using your personal Credit Card, AMEX Corporate Credit Card, or UNBC Procurement Card, mark an "X" in the space provided.

Continue with the following procedure once the approved Travel Authorization form has been returned from the appropriate Supervisor.

Please make your travel arrangements through Carlson Wagonlit, Seven Seas Travel or Marlin Travel (UNBC Preferred Agents).

Advise them that the total cost of the travel will be charged to UNBC and provide them with a Purchase Requisition number. Complete the Purchase Requisitions (one for each vendor), providing a breakdown of the costs and indicating the account codes. A signature is not required on the Purchase Requisition as the copy of the signed Travel Authorization Form is sufficient. Forward the requisitions to Purchasing immediately, along with a copy of the approved Travel Authorization form. Hotels booked for UNBC travel will be for ROOM AND TAXES only. All other expenses must be paid for and an expense claim form filled out for reimbursement.

Upon completion of your travel, keep all receipts that you will be claiming on an expense form. Ensure that all of the receipts for the transactions are attached to the expense form, with a copy of the signed Travel Authorization Form. Submit this form, along with receipts to the appropriate Supervisor for approval. The form will be forwarded to the Accounting Department.