



<b>Policy Supporting Document:</b>	<b>O-4.3.1</b>
<b>Policy Holder:</b>	<b>VP Administration</b>

## **TRAVEL PRE-APPROVAL AUTHORIZATION**

INDIVIDUAL TRAVELLING: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

PURPOSE/NATURE OF TRAVEL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DESTINATION(S): Victoria to \_\_\_\_\_

TRAVEL DATES (inclusive of all dates away from college):

From: \_\_\_\_\_ to \_\_\_\_\_,