

## Request for an Electronic Travel Claim Form

### Question from Paul A. Kloppenburg (STEM)

I would like to see if someone could come up with an electronic travel claim form. The amount of paper that is wasted because of little mistakes seems to me would justify some effort in this direction. Developing such a form would also pave the way for increased utilization of SIGNET, as clients would be able to e-mail their travel claims and, if mistakes were found, they could be corrected efficiently.

With the help of the SIGNET Walk-In Centre, we have created a WordPerfect version of this form, but it could be improved upon.

### Answer from George McLeod, Administrative Publications (SKRA)

We appreciate your suggestion and agree that electronic forms are a must for SIGNET.

I am pleased to inform you that in December 1994, SKRA introduced electronic forms to SIGNET

users as a small pilot project limited to 50 clients at Headquarters.

The forms available for this test are:

- Travel Expense Claim
- Travel Authority and Advance
- Application for Leave
- Briefing Note for Ministerial Use
- Training Application
- Headquarters Order
- Call-up Against a Standing Offer

More forms will become available as the pilot continues. Your suggestions for further forms are most welcome.

## SIGNET Client Support

"When a problem arises with SIGNET, the client's first thought should be, 'I'll call my SIGNET Support Team. They should be able to solve this'."

Marc Lefebvre  
Deputy Director  
Informatics Support and Operations (STOS)

### Ottawa/Hull

In Ottawa/Hull, all calls for informatics support, whether they are software, hardware or network related, should be directed to your SIGNET Support Team. The locations and telephone numbers are as follows:

TOWER	LOCATION	TELEPHONE NUMBER
Tower A	A3-109	995-7570
Tower B	B3-505	944-1299
Tower C	C5-200	944-1238
Tower D	D3-217	944-1187
Bisson		997-9041
Place Vanier		990-8618
Halifax Summit Office		944-1889

### Missions

At missions where SIGNET has been implemented, please contact your local Systems Administrator (SA).

At missions soon to become SIGNETized, questions should be directed to the SIGNET Implementation Division (STI).

*SIGNET Newsletter* is published fortnightly by the SIGNET Client Services Division (STC) and distributed in Canada and at missions abroad to all employees of the Department of Foreign Affairs and International Trade.

Units wishing to have a notice published in the *SIGNET Newsletter* should forward the text to STC with a memo signed at the director level. All readers are invited to send to the SIGNET Suggestion Box draft articles they wish to have published.