

**Place** Please list both city and country.

**Mode** Refers to the mode of transportation (air, rail, etc.)

***Personal travel***

Any segments of the trip for which the traveller, rather than the government, is financially responsible should be indicated clearly by a notation in the *May be contacted at* column.

**(10) Special Authorizations** (the check mark boxes)

A Travel Authority form is authorized by having it signed by an approving officer before the travel takes place. In most instances a Director General will provide this approval. However, authorization above the Director General level may be required in certain circumstances. Travellers should consult the **Manual of Regulations** (Chapter 4) for more information on the circumstances requiring special authorization.

Where appropriate authorization has not been obtained in advance of travel, travellers may find themselves held personally liable for any costs incurred.

Whenever special approval is requested on a Travel Authority form - even where a 'higher' level of authority is not required - a justification for the request must be documented. This will be done in one of two ways; either by a notation on the subsequent Travel Claim form, or by a memo attached to the Travel Authority form. Which of these methods is used will depend on the circumstances.

The following circumstances represent the more common instances where special authorization is required.

**(a) Class of Travel**

The normal class of travel is Economy for air travel, and Coach for rail travel. Where this normal standard of travel is to be used (for all