

TIPS FOR COMPLETING A TRAVEL AUTHORITY FORM

The following notes will assist employees in completing the new Travel Authority and Advance form:

(1) S.I.N Number

Where the form asks for a S.I.N. number, the traveller should record his or her *date of birth* and *classification*, when an official passport must be issued. If travellers are sensitive about having this information recorded, they may simply record it only on the copy destined for the Passport Office.

(2) Travel No.

This number will be assigned by ABMT after the form is completed and signed by the appropriate authorities.

(3) Name of Traveller

Please record your name in the following order: Family name, Given name and initial

(4) Telephone numbers.

Both a home and an office telephone number should be recorded in the space provided. This information is required to permit airlines to contact the traveller in the event of flight changes or delays.

(5) Send cheque to

Information on cheque delivery is not required under Departmental procedures. However, the box may be used for a number of other purposes including:

- (a) recording the name and phone number of the employee responsible for co-ordinating group travel,
- (b) recording the date on which a passport is required, (See item 13 below), and
- (c) recording remarks if the *Remarks* box is too small.