

Number be assigned to the Travel Authority before proceeding to make travel reservations.

A Travel Authority Number will not be issued by ABMT unless the Travel Authority and Advance form has a valid and legible approval signature and the appropriate financial coding. ABMT will retain the second copy of the form for verification purposes.

1.4 OBTAINING A TRAVEL ADVANCE

The next step in the process depends on whether a travel advance is needed. If no travel advance is required, please go to section 1.5.

Under a new Departmental policy, travel advances at headquarters will normally be issued in the form of traveller's cheques. (If the amount of the advance is less than \$3000 CDN, the advance will only be issued in the form of traveller's cheques.) Travel advances may be issued as cheques, but a compelling argument must be made for doing so. Traveller's cheques are available in Canadian and U.S. dollars, French francs, British pounds, and Japanese yen.

The amount of the travel advance is estimated in completing the Travel Authority form (See Annex B). However you may receive a different amount than was estimated on the form because traveller's cheques are issued in preset packages.

If the advance is to be provided in the form of traveller's cheques, the following procedures apply, once the Travel Authority Number has been issued:

- (1) Go to MFFV with the original copy of the Travel Authority and Advance form between 9:30 and 11:30 a.m. or from 1:30 to 4:30 p.m. to pick up the cheques;
- (2) If a currency other than Canadian dollar has been requested, ask for a note stating the conversion rate for the traveller's cheques;