

1.2 COMPLETING A TRAVEL AUTHORITY FORM

All temporary duty travel by External Affairs employees requires the formal, prior approval of a senior Departmental official. At headquarters, permission to travel is recommended by the program supervisor with budgetary and signing authority and approved by the appropriate Director General, ADM or Minister as required by circumstances.

Authorization to travel is obtained by completing a Travel Authority and Advance form (Form GC 72, Annex A) and having it signed by the appropriate officer. Where required by special circumstances, such as a request for non-standard entitlements, an explanatory memo, signed by the appropriate officer, must accompany the form.

The onus to complete and distribute the Travel Authority and Advance form rests with the employee travelling. The form must be completed legibly and well enough in advance of travel to permit reservations to be booked and passports issued. Careful planning of a trip will also avoid the expense and inconvenience of indirect routings and stopovers.

The Department will be using the standard government Travel Authority and Advance form until such time as a new Departmental form can be designed. Travellers are cautioned that the information required to complete the new form differs somewhat from what is actually shown on the form. Please refer to the *Tips for Completing a Travel Advance Form* attached to this guide as Annex B before filling one out.

1.3 OBTAINING A TRAVEL AUTHORITY NUMBER

All headquarters employees require a Travel Authority Number for each trip. Once the Travel Authority and Advance form has been completed, a copy of the form should be taken to ABMT to have a Travel Authority Number assigned. The Travel Authority Number is the number by which transportation charges for an individual's trip are invoiced to the Department by Central Travel Service. It is therefore essential that a Travel Authority