



Travel Outside of Canada Approval Request

Please ensure the *Travel Outside of Canada Request* form is completed and submitted to your Regional Superintendent for their recommendation and signature prior to travel being booked¹. If approved, the Regional Superintendent will forward the signed form to the Deputy Minister of ECE for review and approval.

Person Requesting Travel:		Date:
Destination:		
Dates of Travel	Travel dates:	
	Meeting/conference dates:	
Purpose of travel:		
Estimated Costs		
Airfare	\$	
Accommodations	\$	
Tuition/Course fee	\$	
Total Estimated Cost	\$	
Funding Source	<input type="checkbox"/> NWTTA Professional Development Fund <input type="checkbox"/> Other: _____	

Recommended:

Superintendent Date

Approved:

Deputy Minister, ECE Date

Approved:

Minister, ECE Date

¹ <https://www.fin.gov.nt.ca/en/financial-administration-manual/700-purchasing-cycle/760-travel/ib-76001-employee-duty-travel>