

## DTES Staff Travel Request Form

For Travel Approval please complete the below template & attached documents:

Once filled, you can email this form by clicking on the below "Email Form to DTES Travel" button.

1. Traveller Name:

2. Supervisor:

3. Reason for travel (research, field trip, conference, collaborate with colleagues etc.):

4. Dates of Travel:

5. Origin:

6. Destination:

7. Transport Methods (airplane, bus, train, taxi, etc.):

8. Total Budget:

9. Budget Break Down (accommodation, flights, etc.):

10. Cost code:

11. Any Private Travel dates and Locations:

12. Link to Private Travel assessment (\*if required): [Click here for link](#) and attach to email

13. Supporting Documents (\*if required):

· Field Trip: If this is a field trip please provide a copy of the approved field trip

[Submit Form to DTES Travel](#)

Signature:

Date:

Supervisors  
Signature

Date: