## Instructions: EMPLOYEE MUST COMPLETE PART 1 OF THE FORM AND HAVE APPROPRIATE AUTHORIZATION AT LEAST TWO WEEKS IN ADVANCE OF THE WEEK OF TRAVEL BEFORE TRAVEL OCCURS AND/OR ADVANCES ISSUED

PART 1						
EMPLOYEE NAME:						
TRAVEL BEGINS:	TRAVEL ENDS:		WORKSITE	UNION		
TRAVELING TO:	PURPO	SE OF TRAVEL:	Business	Educational		
PURPOSE OF TRAVEL:						
Are other Health PEI employees planning to attend this meeting/ conference. YES NO						
		ESTIMATE OF TRA	VEL COSTS			
ITEM		AMOUNT	Description/Details			
1. REGISTRATION						
2. AIRFARE						
3. GROUND TRANSPORT (Taxi, Tolls, Bridge, Kms.)						
4. LODGING						
5. MEALS						
6. INCIDENTALS (Please specify)						
7. TOTAL ESTIMATE						
AMOUNT OF ADVANCE						
AUTHORIZATION TO TRAVEL (Signature Required)			EXPENSES PAID BY EXTER	NAL PARTY:YesNo		
Manager/Director:			lf Yes, Who?			
		Date				
Executive Dir./Chief: Date			If Yes, Amount of Expense	es to be Paid by Third Party		
Health PEI-CEO:			\$			
		Date	YTD No. of OOP Business	Days Approved for Travel in FY		
Minister: (International Travel) Date			YTD No. of OOP Conferen	ces Attended in FY		

## PART 2: OOP TRAVEL EXPENSE CLAIM (must be accompanied by completed Part 1)

2 A. Details of Expenses Incurred and Claimed (to be completed upon return)

DATE	REGISTRATION	AIRFARE	TRANSPORT	LODGING	MEALS	INCIDENTALS	DETAILS (include vendor name)

## 2 B. Details of Private Vehicle Usage (if applicable)

DATE	FROM	то	кмѕ	¢/км	\$
(Transfer total \$ Costs to "Transport" under Part 2(a) of expenses incurred and claimed:				TOTAL	\$

2 C. SUMMARY OF COSTS AND AMOUNT TO BE REIMBURSED (to be completed upon return)

		ACCOUNT CODE (Service/Site/Primary/Secondary/Program)		
1. REGISTRATION	\$			
2. AIRFARE				
3. TRANSPORT				
4. LODGING				
5. MEALS				
6. INCIDENTALS				
7. TOTAL				
8. ADVANCE RECEIVED				
9. EXPENSES PAID BY HPEI				
10. REIMBURSEMENT FROM 3 <sup>RD</sup> PARTY				
AMOUNT PAYABLE = 7-8-9-10				
to EMPLOYEE		to HEALTH PEI		
\$		\$		

I certify that the above account of travel expenses is correct in all respects and that all expenses reported were necessarily incurred on official Health PEI business.

Approved by