



**APPROVALS FOR TRAVEL OUTSIDE OF CANADA**

**EMPLOYEE IDENTIFICATION**

Name: \_\_\_\_\_ Title/Department: \_\_\_\_\_

Email: \_\_\_\_\_

**DETAILS OF TRAVEL**

Purpose for Travel: \_\_\_\_\_

Benefit of travel to College: \_\_\_\_\_

Date of Travel: \_\_\_\_\_

Location: \_\_\_\_\_

**Approvals for Travel** (Reference Corporate Policy Number CS-1000-2013; 6.7.1.)

*The following chart identifies the level for approvals for travel outside of Canada. Vice President is considered to be any member of the Mohawk Executive Group other than the President.*

*Note that these are the levels for approving travel, not for approving any expenses related to travel.*

*Please indicate which approvals are needed in the boxes provided below*

**Individual**

**Approval Required**

- Board Chair
- Vice Chair
- President
- Board Chair
- Vice President
- President
- Employee

EMPLOYEE (PRINT NAME)	SIGNATURE	DATE
SUPERVISOR (PRINT NAME)	SIGNATURE	DATE
VICE PRESIDENT (PRINT NAME)	SIGNATURE	DATE
PRESIDENT (PRINT NAME)	SIGNATURE	DATE
CHAIR, BOARD OF GOVERNORS (PRINT NAME)	SIGNATURE	DATE
VICE CHAIR, BOARD OF GOVERNORS (PRINT NAME)	SIGNATURE	DATE

**Please attach approved copy to Expense Claim/P-Card Summary**