



# Travel Authorization

Traveller

Job Title

Email

Phone

Department

Business Officer

Phone

Destination(s)

Departure Date

Return Date

Purpose of Travel

Total Cost (including taxes)

\$

**BUSINESS OFFICER MUST SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS:**

- A.** Please process travel invoice(s) through Procurement Services using the following account information\*:

G/L

CFC

Cost Centre/Internal Order

Fund

\* Ensure complete FIS information is provided

- B.** Department Business Officer will process travel invoice(s)

**AUTHORIZATION\***

Authorized Signature

Name

Title

\*One-up authorization is required in order to request travel arrangements

**Send completed form to Avenue Travel:**

288 Lawrence Ave West, Toronto, ON M5M 1B3

Tel: (416) 978-5173

Fax: (416) 789 2170

uoft@avenuetravel.ca

www.avenuetravel.ca/uoft