Travel Pre-Approval

Alberta Health Services

- All staff travel requires proper approval as per FAQ Document: https://insite.albertahealthservices.ca/Main/assets/tms/fin/tms-fin-travel-policy-faq.pdf#search=travel%20faq
  Pre-Approval form *(where required)* must be attached to the actual expense claim.
- All staff traveling on AHS-related business are required to plan and book through AHS' contracted Travel Provider. See Travel Management Program page on insite: https://insite.albertahealthservices.ca/fin/Page11775.aspx

Employee Information			
First Name	Last Name	Employee ID *(8 digits)*	Phone
Reports to	Department	Office Location	

Travel Details			
Purpose of Trip			
Destination ☐ Outside Canada	☐ Within Canada ☐ Within Alberta	Departure Date	Return Date

Financial/Project Information		
Corp/BU/Org *(3 digits)*	Location/Site *(4 digits)*	Functional Centre/Primary *(11 digits)*

Travel Expense Estimates *(please provide details)*	**Amount**
Accommodation	
Airfare	
Meals	
Mileage	
Taxi/Car Rental/Fuel/Parking/Bus/LRT	
Other	
Other	
Currency ☐ Cdn ☐ USD ☐ Other *(specify)*	$ 0.00

Total Estimated Travel Expenses	Exchange Rate Use Currency Converter	Cdn $

Type of travel ☐ Clinical Travel ☐ Non-Clinical Travel

Ensure that you obtain the **appropriate approvals** below, to avoid rejection of your request.
Reports on travel expenses are provided to ELT members for their review.

Employee Signature	Date *(dd-Mon-yyyy)*

Approvals Required for ALL Travel ***(refer to the DOAA Matrix and FAQ document for approval requirements)***		
Manager Name	Title	Phone
Signature	DOAA Level	Date Signed *(dd-Mon-yyyy)*

Additional Approval Required for Discretionary Travel ***(refer to FAQ document for more details)***

- Within Alberta: requires ELT member approval
- Out of Province: requires CEO approval

Approver Name	Title	Phone
Signature	DOAA Level	Date Signed *(dd-Mon-yyyy)*