

HSS Outside NWT / Canada Travel Authorization

(This form must be attached to the SAM Travel Authorization Form along with copy of meeting/conference agenda)

Travel Authorization #: _____

Employee: _____

Per **FAM 2001 Duty Travel Directive 4.17.1** and **FAA Delegation 19 (2)** approval for all duty travel outside of the Northwest Territories has been delegated to the Assistant Deputy Ministers.

Per **FAM 2001 Duty Travel Directive 4.17.2** approval for all duty travel outside of Canada has been delegated to the Deputy Minister.

Per **FAM 2001 Duty Travel Directive 5.4.1** government employees should travel using the most cost-effective course to their destination and return home. Unless it is considered not cost-effective or scheduling problems would be created, **employees should use northern-based carriers** with scheduled services directly to their southern destination. Travel must be booked either directly with the carrier or through a **northern** travel agency. Arrangements cannot be made through third parties, such as Expedia.

Examples where a **non-Northern carrier** may be considered appropriate include:

- Cost of overnight stay and additional per diems increases overall cost of trip
- No seat availability on northern carrier
- Unreasonably long layover
- Requirements to meet other scheduled commitments

Explanations for any travel booked on a non-Northern carrier must be **documented and attached to the travel authorization**.

Is travel to and from Yellowknife on a northern carrier? YES or NO

If **NO** – provide explanation for use of non-northern carrier – see FAM 5.4.1 above:

Approval for Outside NWT Travel:

Director Recommendation: _____ <i>Signature</i> <i>Date</i>
Assistant Deputy Minister: _____ <i>Signature</i> <i>Date</i>

Approval for Outside Canada Travel:

Deputy Minister Approval _____ <i>Signature</i> <i>Date</i>
