

NTHSSA Outside NWT / Canada Travel Authorization

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

Travel Authorization #: _____

Employee: _____

FAM 2001 Duty Travel Directive 4.17.1 The **Deputy Head** shall authorize, in writing, all duty travel outside the Northwest Territories.

FAM 2001 Duty Travel Directive 4.17.2 All duty travel outside of Canada must be approved by the Minister (or delegated to DM in DHSS) in writing.

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:

Supervisor Recommendation:		
	<i>Signature</i>	<i>Date</i>
COO Recommendation:		
	<i>Signature</i>	<i>Date</i>
CEO Approval:		
	<i>Signature</i>	<i>Date</i>

Approval for Outside Canada Travel:

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