

Notice of travel

****NOTE:**

- * To avoid any delay, please ensure that your notice of travel is completely filled in & all notices for your meetings are attached.
- * You are responsible for any room cancellations if your plans change.
- * Repayment is required if you did not cancel your room and we are billed for the room.

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| Print Name: _____ Date of Request: _____ | Signature: _____ |
| Name of Meeting/workshop you request to attend: | What hotel or private accommodations do you have confirmed reservations at? <div style="background-color: yellow; font-size: small; padding: 2px;">You are responsible for cancellation of hotel rooms if your plans change.</div> |
| Place of Meeting/workshop: | Is this a reimbursable expense? Yes _____ No _____ If so, please attach written confirmation of who will be reimbursing the Tribe. |
| Time of Meeting/workshop: | List any other information that can help with your notice of travel. _____ <small>(do you prefer direct deposit (Bank of Montreal Only)? Etc.....)</small> |
| Date(s) of meeting/workshop: | Manager Approval: _____ Date reviewed: _____ |
| How are you travelling & WHEN are you leaving: <small>(make sure that the front desk at Ehattesaht has a current copy of your valid driver's license & vehicle insurance papers).</small> | Council Approval: _____ Date reviewed: _____ |
| List names of any other persons travelling with you to the same meeting/workshop: | Department Code: _____ Please include your department code |
| Meals requesting: Breakfast _____ for how many days _____ Lunch _____ For how many days _____ Dinner _____ for how many days _____ | |