



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 Financial 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