

INTERNATIONAL TRAVEL PRE-AUTHORIZATION REQUEST FORM

Travellers must complete this form prior to booking any international travel. International travel is classified as any travel outside of Canada.

To obtain authorization for international travel, travelers must meet all of the following requirements:

1. Review the TRU Travel Handbook, as well as TRU's two Expense Policies ([ADM 19-0 Expenses: Travel](#) and [ADM 19-1 Expenses: Entertainment, Hosting and Hospitality](#)).
2. Have this form signed by appropriate approvers:
 - a) For Academic faculties, schools and divisions:
 - i. Appropriate Chair; AND
 - ii. Dean or AVP or Executive Director (for Office of Indigenous Education only).
 - b) For Administrative departments:
 - i. Departmental Approval; AND
 - ii. Appropriate VP or President (for direct reports only)
3. Book travel through TRU's travel agent, Corporate Traveller. A copy of this form will need to be submitted to Corporate Traveller.
 - a) Contact: Andrea Lemon; 1-855-215-7041; andrea.lemon@corporatetraveller.ca

Additional COVID-19 Travel Requirements

In addition to the three requirements listed above, travelers must meet all the following COVID-19 requirements:

4. Have sufficient COVID related travel insurance through Manulife Financial IF they do not have a valid positive PCR test for re-entry into Canada (see [Pre-entry testing \(accepted tests/timing\)](#)); it is the traveler's responsibility to ensure adequate coverage. This insurance coverage does not include any costs related to COVID testing and does come with pre-existing limitations that must be met in order to be in place. See the link for detailed information on product coverages: [COVID-19 Pandemic Travel Plan - Travel Insurance – CoverMe® \(manulife.ca\)](#). Should there be a circumstance where the insurance coverage is available but not purchased, TRU will not reimburse costs related to hotel, meal or transportation costs as a result of any quarantine requirements. For more information about the insurance program, please contact Theron Reed at treed@tru.ca.
5. Review and can satisfy country entry requirements related to COVID-19 (including immunization, quarantine rules, and any other requirement imposed by the country) as outlined on this site: <https://travel.gc.ca/travelling/health-safety/covid-19-security>.

Notes:

TRU funds (PD and/or department travel budgets) may be used for pre/post travel COVID tests where required, as well as the cost of the above-noted travel insurance.

Costs for international travel will only be reimbursed if all of the requirements listed above are met.

Name		Date	
T-ID		Email	
Department			

Destination			
Dates of Travel	Beginning	Ending	
Estimated Cost of Travel			
State purpose of the travel and include appropriate documentation (e.g. program brochures, etc.). Provide a brief description of activities and locations:			
Proposed source of funds (Banner Finance Fund/Org required) or details of third party funding if applicable			
		Fund	Org

Confirmation all 5 requirements for international travel have been met (listed on previous page).	Yes	No
Have you made appropriate arrangements with your Dean, Director or Administrative Head for the performance of your teaching and/or other significant responsibilities during your absence?	Yes	No
TRU collects personal information as permitted under section 26(c) of the BC Freedom of Information and Protection of Privacy Act (FIPPA). For the purposes of creating reservations and guaranteeing travel arrangements for international travel, your personal information is being collected and will be stored outside Canada. I understand and agree: If you have any questions, please contact: purchasing@tru.ca	Yes	No

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Traveller Signature
Print Name
Date

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Chair/Manager Signature
Print Name
Date

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Dean/Director/AVP Signature
Print Name
Date

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VP/President Signature
Print Name
Date