



Annex A OUTCAN PRE-TRAVEL AUTHORIZATION FORM

Purpose of Travel:
Destination Location:
Testing/Training Date(s):
GL #: 0101-5063-7869-0

Name (Including any middle names or initials as listed on the photo ID that will be presented at airport check-in)		
<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	<input type="checkbox"/> *Miss
Last Name:	First Name:	Middle and/ or Initials:
<i>Note: MS cannot be used by civilians for DND travel to avoid confusion with Master Seaman - as per DND policy.</i>		

Phone	
Home:	Email: (eg. First.Last@forces.gc.ca)
Work:	Fax:
<i>Note: Email is required to send the ticket, and fax is required in case servers are down.</i>	

Dates			
Travel dates for flights (departure and return - from and to) and any preferences for departure or return time while following NPP travel policy for the most cost effective travel. Flights will be booked accordingly – allow for at least 90mins check in time at the airport.			
Dep: (dd-mm-yr)	From (airport):	To:	Time:
Rtn: (dd-mm-yr)	From (airport):	To:	Time:

Accommodations



Annex A –OUTCAN PRE-TRAVEL AUTHORIZATION FORM

Local Travel
Distance from residence to airport (one way):
Notes to OUTCAN PF COORD from traveller
Notes from OUTCAN PF COORD