

Travel, Conferences, and Events Pre-Approval Form

Note: Where travel arrangements are reserved with the Corporate Travel Service provider (and do not also involve an event or a conference), the pre-approval request form is not required.

Type of Request:	Choose an item.	Name of employee(s) and/or external guest(s): Department/employer: Indication if travel required (by person): Indication if exception in attendance (or attach a list with the information):	
Event Pre-approval Request			
Description of Event	Indicate: nature, objective, date(s)		
Estimated cost of food and beverages		Estimated number of attendees	
Estimated facilities costs		Estimated food and beverage costs per meal per person	
Any other costs associated with the event (audio visual, speakers, professional services, itemize any associated travel costs in the travel section below)		Exceeds Hospitality limit per person (Y/N) (Refer to the R&P on Events)	Choose an item.
Total estimated cost of Event (including Travel, if applicable)			
Pre-approval Request for Conferences and Other Events Organized by External parties			
Name of Conference/Event		Date(s)	
Location		Number of employees attending	
Total registration Fees		If the Conference/Event facility is more economical/practical than a preferred hotel, indicate the rationale, cost analysis	
Business rationale for Conference/Event attendance			
Total estimated cost of Conference/Event (including Travel, if applicable)			
Travel Pre-approval Request (Where associated with Events and Conferences/Other Events, or any Travel not reserved through the corporate travel service provider (HRG))			
Date of Travel		Location	
Estimated air/rail costs		Estimated mileage	
Estimated vehicle rental costs		Estimated taxi costs	
Estimated per diem costs		Estimated hotel costs	
Other estimated costs		Total estimated cost of Travel	
Prepared by			
Name and Title		Date	
Recommended by (for Events and Duty Entertainment > \$50,000)			
Component VP		Date	
Pre-approval			
Level of Authority by Activity	Name and Title	Signature (or attach approval email) and Date	
Manager - Event \$ 500 - \$ 4,999 - Travel within Canada			
Component Executive Director / General Manager (or VP) - Event \$ 5,000 - \$ 24,999 - Conferences and other Events			
Component VP - Events \$ 25,000 - \$ 49,999 - Duty Ent. \$ 25,000 - \$ 49,999 ¹			
President and CEO - Events > \$ 50,000 ² - Duty Ent. > \$ 50,000 ²			

¹ Or GM & Chief Revenue Officer, Media

² The following information must be attached for event > \$50K: costs of the last edition of the event or similar event; details and breakdown of rental costs, food, travel and all other direct costs.