

Blanket Travel Authority Application Form

Blanket Travel Authorities (BTAs) are only intended to be used when the frequency with which the individual travels creates an administrative burden that exceeds the benefits of individual travel pre-approval (because the travel is frequent and repetitive).

Once approved, this form exempts the employee from individual travel pre-authorizations. The manager will no longer be sent an e-mail pre-approval request which provides the cost of flights/rail/hotels/car rentals and identification of any potential policy violations before the reservation is completed. Managers are responsible for approving the related expense claims after the travel has been completed. Managers are responsible for understanding the *Policy on Employee Related Expenses and Reimbursements* and its related rules, procedures and directives. Submission or approval of any employee reimbursement claim in violation of the Policy may be viewed as defrauding the Corporation and will be subject to investigation under Policy 2.3.11 Fraud and Theft.

Employee Name		Employee Number	
Fiscal year*			
Explanation of the business reason for the frequent travel and BTA request			
Frequency of Travel ¹		Location(s) ²	
Estimated air/rail costs ³		Estimated cost of mileage ³	
Estimated vehicle rental costs ³		Estimated accommodation costs ³	
Estimated taxi, ferry, etc., costs ³		Estimated per diem costs ³	
Other estimated costs ³		Total Estimated Annual Travel costs:	
Pre-Approval			
Level of Authority	Name and title	Signature (or attach approval e-mail) and Date	
Manager <i>(with Delegated Financial Authority)</i>			
Component VP			
Corporate Controller			

* BTA will automatically expire at the end of each fiscal year (March 31)

¹ Indicate the number of trips anticipated in the fiscal year (April 1 to March 31).

² Indicate the locations, within Canada, to which you will be travelling.

³ Provide an estimate based on the average cost and the frequency of travel indicated. If the type of cost is not applicable, indicate N/A.