



Government of Newfoundland and Labrador
 Treasury Board Secretariat – Division of Financial & Information Systems
 Office of the Comptroller General
 Official Journey Authorization Form Instructions

	FISCAL YEAR	OFFICIAL JOURNEY AUTHORIZATION	JA NUMBER	
SECTION 1: CLAIMANT INFORMATION				
EMPLOYEE NAME:	DEPARTMENT:	TYPE OF IMPREST (IF APPLICABLE) TRAVEL ADVANCE (COMPLETE SECTION 4 BELOW) STANDING TRAVEL ADVANCE		
ADDRESS:	POSITION TITLE:			
POSTAL CODE:	SUPPLIER NUMBER:			
SECTION 2: TRAVEL DETAILS				
FROM: _____	TO: _____	TRAVEL WITHIN PROVINCE		
FROM DATE: _____	TO DATE: _____	TRAVEL OUT OF PROVINCE		
PURPOSE OF TRIP: _____				
PAYMENT METHOD <input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> GOVERNMENT CREDIT CARD <input type="checkbox"/> TRAVEL ORDER _____ AND _____ TRAVEL AGENCY ORDER NUMBER		MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> PERSONAL VEHICLE <input type="checkbox"/> GOVERNMENT VEHICLE <input type="checkbox"/> RENTAL CAR COMPANY: _____ ORDER NUMBER: _____ <input type="checkbox"/> OTHER (SPECIFY) _____		
THE ESTIMATED TOTAL TRIP COST MUST BE ENCUMBERED REGARDLESS OF IMPREST	AMOUNT	ACCOUNTING DISTRIBUTION		
\$ _____	01		0000	
EMPLOYEE'S SIGNATURE : _____		DATE: _____		
SECTION 3: CERTIFICATION				
I CERTIFY THAT THE ABOVE EMPLOYEE IS AUTHORIZED TO TRAVEL ON GOVERNMENT BUSINESS AS DESCRIBED AND SUFFICIENT FUNDS ARE AVAILABLE.				
_____ DIVISIONAL DIRECTOR / ASSISTANT DEPUTY MINISTER	_____ SIGNATURE	_____ DATE		
_____ DEPUTY MINISTER/DESIGNATE	_____ SIGNATURE	_____ DATE	_____ MINISTER _____ SIGNATURE DATE	
SECTION 4: TO BE COMPLETED IF A TRAVEL ADVANCE IS REQUIRED				
SUMMARY OF ALL ANTICIPATED EXPENSES EQUAL TO THE AMOUNT OF THE ADVANCE REQUIRED (TRAVEL ADVANCE ONLY)				
TAXI, LIMOUSINE, OR BUS FARE TO AND FROM DEPARTURE POINTS:	\$ _____			
TRANSPORTATION COST (IF TRAVEL ORDER IS NOT ISSUED):	\$ _____			
ACCOMMODATIONS FOR _____ NIGHTS (HOTEL / PRIVATE):	\$ _____			
MEALS FOR _____ DAYS (AT APPROVED RATES):	\$ _____			
OTHER: _____	\$ _____			
CASH ADVANCE REQUIRED:	_____ YES _____ NO			
TOTAL ANTICIPATED EXPENSES: (ADVANCE REQUIRED)	\$ _____			
AMOUNT	ACCOUNTING DISTRIBUTION			FINANCIAL AND INFORMATION SYSTEMS DIVISION USE ONLY:
	01		0000	_____ SIGNATURE DATE OCG148
	01		0000	
	01		0000	

These instructions are to assist Employees in completing the Government of Newfoundland and Labrador (GNL) Official Journey Authorization Form.

An Official Journey Authorization is required for authorization of all travel outside of the Employee's Headquarters area. In addition, employees traveling on Government Business may request a travel advance or standing travel advance in exceptional circumstances to cover authorized expenses, subject to the approval of the Deputy Minister. Depending on the travel destination, authorization must be obtained as outlined in the current Minute of Council or government policy, as appropriate.

Employees are asked to refer to the Government of Newfoundland and Labrador Travel Policy for further information relating to employees on travel status. This policy can be found at: <https://www.gov.nl.ca/exec/tbs/working-with-us/policies/#4h>

Please follow the instructions below to ensure that the Official Journey Authorization Form is properly completed.

Section 1: Employee Information

Fiscal Year

- Please indicate the fiscal year in which the travel will occur.

Claim Number

- This section may be used by Departments for internal tracking purposes.

Employee Name

- Please print the full name of the employee who is requesting the authority to travel on Government Business.

Address

- Please provide the mailing address of the employee.

Postal Code

- Please provide the employee's postal code.

Department

- Please indicate the name of the Department authorizing travel.

Position Title

- Please provide the employee's Position Title. For example, "Manager of Financial Operations".

Supplier Number

- Please provide the employee's Supplier Number as noted in the Financial Management System (FMS).

Type of Imprest

- If you are requesting a travel advance, please select one of the imprest types below. Please note that if you are requesting a travel advance, you must also complete "Section 4" of the Form.
 - Travel Advance: A Travel Advance is usually made to those employees who are making a single trip and may be approved in exceptional circumstances only.
 - Standing Travel Advance: A Standing Travel Advance is an amount of money advanced to those employees who travel on a frequent and regular basis and may be approved in exceptional circumstances.
- Normally, Government's corporate charge card is to be utilized in lieu of a travel/standing travel advance.

Section 2: Travel Details

- Please indicate the location from which the employee will depart and commence travel, the travel destination, as well as the start and end dates of travel.

Travel within Province

- Select this option if the employee will be traveling within, and will remain in, Newfoundland and Labrador. Note that all in province travel must be approved by the Deputy Minister or Designate. Where travel within the province is of a continuous nature, the Deputy Minister may provide employees with annual authorization.

Travel Out Of Province

- Select this option if the employee will be traveling outside of Newfoundland and Labrador. Note that all out-of-province travel, including international travel, must be approved by the Deputy Minister and the Minister.

Purpose of Trip

Please indicate the purpose of the travel, i.e. the nature of the Government Business for which the Journey Authorization is requested. For example, “To travel to New Brunswick to complete a training course required for job position”.

Payment Method

Please select the method of payment to be used by the employee to pay for the travel expenses. The employee may select one or more of the following:

- Personal Credit Card: The employee will use a personal credit card to pay for the travel expenses.
- Government Credit Card: The employee will use a government-issued credit card to pay for the travel expenses.
- Travel Order: The employee will use the services of a Travel Agent to book and pay for the travel expenses. Please note that if this payment method is selected, the employee must also provide the name of the Travel Agency used, and the Travel Order Number.

Mode of Travel

Please indicate the mode of travel the employee will use. The employee may select one or more of the following:

- Air
- Personal Vehicle
- Government Vehicle
- Rental Car: Please also provide the name of the car rental company, and the rental Order Number.
- Other: Please specify which other mode of travel. For example, this may include bus, train, etc.

Amount

- Please provide an estimate of the total travel costs that will be incurred. Please note that this amount will include other costs which may be incurred such as meals, accommodations, etc.

Accounting Distribution

- Please provide all segments of the accounting distribution to which the travel costs will be allocated. If more space is required, please attach an additional page to the form and make reference to it in this field.

Employee's Signature and Date

- The employee requesting authority to travel is required to sign and date the form.

Section 3: Certification

This area of the form is to be completed by the individual(s) who is responsible for authorizing the travel. All in province travel must be approved by the Deputy Minister or Designate. All out-of-province travel, including international travel, must be approved by the Deputy Minister and the Minister. Where travel within the province is of a continuous nature, the Deputy Minister may provide employees with annual authorization.

Section 4: To Be Completed if a Travel Advance is Required

This section is to be completed **only** if the employee is requesting a Travel Advance or a Standing Travel Advance.

The employee is required to provide an estimate of all anticipated expenses which should equal to the amount of the travel advance required. Estimates of the following expense items should be provided:

- Taxi, Limousine, or Bus Fare to and from Departure Points
- Transportation Costs (should equal the amount from Section 2, above).
- Accommodations: Please also provide the number of nights
- Meals: Please also provide the number of days you will require meals. The amount estimated for meals should be based on approved per diem rates. The employee should refer to the Government of Newfoundland and Labrador Travel Policy for more information on approved per diem rates.
- Other: This category includes other eligible travel costs as noted in the Government of Newfoundland and Labrador Travel Policy.

Total Anticipated Expenses (Advance Required)

- Please provide the total amount of expected costs, derived from the above categories, and enter this total amount in the “Total Anticipated Expenses (Advance Required)” field. This will be the Travel Advance amount requested and approved.

Amount and Accounting Distribution

- These fields are used to allocate the travel advance to the applicable expense accounts. For example, the total *accommodations* expenses would be allocated to the related accounting distribution for accommodations. If more space is required, please attach an additional page to the form and make reference to it in this field.

Financial and Information Systems Division Use Only

- Section 4 is to be signed and dated by an official of the Financial and Information Systems Division if a travel advance is required.